# COMPLAINT FORM

Please complete this form and return to the Principal. A letter of acknowledgement will be sent to you and will inform you of the next step in the complaints process.

## Your details:

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Surname:</th>
</tr>
</thead>
</table>

Relationship with the school (eg parent, staff, student, neighbour etc):  

<table>
<thead>
<tr>
<th>Your address:</th>
<th>Phone (work):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone (home):</td>
</tr>
<tr>
<td></td>
<td>Mobile:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

## Details of your complaint:

(Please include all the information you can eg witnesses, dates, events etc. If you need, you can add extra pages or attach any documentation that you believe is relevant)

## The action(s) you have already taken to resolve the problem  
(eg who you have spoken to, what you said and what was done etc.)
What action do you believe is needed to now resolve the problem?

Your signature: ___________________________  Date: ___________________________

For school use only:

Date form received: ___________________________  Received by: ___________________________

Date acknowledgement sent: ___________________________

Acknowledgement sent by: ___________________________

Complaint referred to: ___________________________

Date: ___________________________

Other notes: