

Formal complaint form

| Parent details | | | |
|---|-------------|--------------|--|
| Title: | First name: | Family name: | |
| Address: | | | |
| Phone: | Email: | | |
| Student details | | | |
| Year level: | First name: | Family name: | |
| Class teacher: | | D.O.B: | |
| Details of the complaint | | | |
| Please include an outline of the complaint with specific details; chronology; details of relevant | | | |
| phone conversations or meetings; if the matter has been raised informally and, if so, with whom | | | |
| and with what outcome or actions. Attach additional pages and documents if necessary. | | | |
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| Resolution | | | |
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| How could this matter be resolved? | | | |
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| Next steps | | | |
| Please hand this form into Reception. | | | |
| You will receive an acknowledgement within 48 hours that your complaint has been lodged. | | | |
| The acknowledgement will set out the next steps in responding to your complaint. | | | |
| | T | | |
| Administration | | | |
| Parent signature: | Date: | | |
| School use | | | |
| Date form received: | Received by: | | |
| Date form acknowledged: | Acknowledged and signed by one of: | | |
| | Principal: | | |
| | Head of Learning: | | |
| | Head of Administration: | | |