

COMPLAINTS FORM

This form should be made available on request to any person who wishes to make a complaint. It should be passed to the Principal.

1. What is the nature of the complaint? (Please tick)

- Staff Conduct:
- Parental Conduct:
- Teaching Standards :
- Pastoral Care:
- Condition of Premises:
- Time Tabling:
- Matters of Regime and Routine:
- Access to or Regulation of Extra Curricular Activities:
- Other (please give details):

2. Please give details of your complaint:

Date/s of Incident: Time/s:

3. If you are complaining about someone's behaviour please give the names of any witnesses to the incident/s:

4. Action Taken:

Name:

Contact Details:

Signed:

Date: