



St Patrick's Catholic School Latrobe

Complaint Record

After referring to the following two policies: *Complaints Processing* and *School Grievance*, which are available via the school website or the school office, please complete this form and return to the principal – if the complaint is about the principal, you may forward this form directly to the Director: North. A letter of acknowledgement will be sent to you and will inform you of the next step in the complaints process.

Your details

First name:	Family name:
Relationship with the school (e.g. parent, staff, student, neighbour etc):	
Your address	Phone (work):
	Phone (home):
	Mobile:
	Email:

Details of your complaint (Please include all the relevant information such as witnesses, dates, times, events etc. You may include extra pages or attach any documentation that you believe is relevant.)

The action/s you have already taken to resolve the problem (e.g. to whom you have already spoken, what was said during any discussion and what actions have occurred.)

What action do you believe is needed to now resolve the problem?

Other notes:

Your signature: _____ Date: _____

For school use only:

Date form received: _____ Received by: _____

Date acknowledgement sent: _____ Acknowledgement sent by: _____

Complaint referred to: _____ Date: _____

Other notes: