



**Neilston Primary School**  
**Pupil/Staff Information Log**

**Please complete and pass to line manager when required. Thank you.**

Date : _____	Information taken by : _____				
Please circle as appropriate:					
By phone	by letter	in person	email	via a meeting	worry box

<b>Name of Child</b>	
<b>Class</b>	
<b>Person reporting Information to school</b>	
<b>Nature of information - please circle and add details below</b>	
absence   holiday   appointment   bereavement   behaviour   progress   bullying   complaint	
name-calling   family problem   homework   worry   health concern   other: _____	
<b>Details</b>	
<b>Action taken</b>	
<b>Follow-up required?</b> Yes/no	
If yes:   What: _____	
When: _____	
<b>DHT/PT Signature:</b> _____	
<b>HT Signature:</b> _____	