



# Response to Parental Complaints Form



## Section 1 Reporting

Date of complaint							
Person receiving complaint							
Format of complaint							
Verbal		Written		Phone		Email	
Person making complaint							
Preferred method of contact							
Meeting		Written		Phone		Email	
Contact details							
Name of Child				Stage/Class			
Date of incident							
Details of Complaint							
Desired outcome of complaint							
Complaint passed to				Date Time			

## Section 2 Outcome

Resolution of complaint			
Next steps			
Signed			
Date			