

Complaint Submission Form (Maximum 200 Words)

Parent/Carer Name: _____

Child's Name(s): _____

Date: _____

Please briefly describe your complaint, including what happened, when it occurred, who was involved, and the outcome you are seeking. Your response must not exceed 200 words.

Summary of Complaint (Maximum 200 Words):

What outcome are you seeking?

- ☐ Explanation
- ☐ Apology
- ☐ Review of a decision
- ☐ Change to practice or procedure
- ☐ Other (please specify)

Declaration

I confirm that the information provided is a concise and accurate summary of my complaint. I understand that the school may arrange a scoping meeting to clarify the issues raised and that an agreed written summary will form the scope of any subsequent investigation.

Signature: _____ Date: _____