



Feedback and Concern Form:

Please complete this form and return it to the Parent Services Department.

Name	
Relationship with school (e.g. parent of a student on the school's roll)	
Student's name (if relevant to your complaint)	
Email address	
Daytime telephone number	
Evening telephone number	
Have you raised the concern with the person directly? If yes, please share the staff's name.	
Please give concise details of your concerns (including dates, names of witnesses etc.) to allow the matter to be fully investigated. (You may continue on separate paper or attach additional documents, if needed.)	
What action, if any, have you already taken to try to resolve your concerns? (i.e. Who have you spoken with or written to and what was the outcome?)	
What actions do you feel might resolve the problem at this stage?	
Signature	
Date	



School Use

Date form received	
Received by	
Date acknowledgement sent	
Acknowledgement sent by	
Request referred to	
Resolution/Outcome	
Remarks	