



## Complaint or Concern Report Form

All concerns, large or small, are important pieces of information for the school and we welcome knowing about them and using them to help in improving the running of the school. All members of the school community are obliged to follow these procedures. Once completed place in the School Administrator or Coordinator of Curriculum and Teaching tray in the office or return the form by mail, marked PRIVATE & CONFIDENTIAL.

Please do not email this form.

Concerns will be processed in accordance with the Grievance Resolution Policy.

**PLEASE INDICATE THE LEVEL OF CONCERN TO YOU (circle): MINOR MIDDLE MAJOR**

Date of incident \_\_\_\_\_

Name of person filling in this form \_\_\_\_\_

Contact phone number \_\_\_\_\_

Person filling in this form is a (please circle) :

Staff member

Parent/ Legal Guardian

School visitor

Other (please specify): \_\_\_\_\_

Brief description of concern:

Any evidence to support the concern:

What you would like to see happen:

*Thank you for filling out this form. You will be contacted by the Complaints Officer who will let you know how your concern is being addressed.*