Lodgement of Parent/Student Grievance

Grievance Procedures

To be completed once a written grievance is received by the Principal. This form may be completed by the complainant or by the Principal, or Principal delegate.

Date ____________________  Name ________________________________________________

Parties involved
_____________________________________________________________________________________________

_____________________________________________________________________________________________

Issue
_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Desired Outcome
_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

What has happened to date
_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Note - All parent and student concerns will be acknowledged within 24 hours

ACKNOWLEDGEMENT BY - (Please initial & date)

Principal ________________  Line Manager ____________________  Affected Staff _____________