

Record of Concerns and Complaints Form

Name and contact details (with permission) of the person with a concern or complaint	
Date raised	
The form in which the concern or complaint was received (such as face-to-face, by telephone, in writing, by email)	
A brief description of the concern or complaint	
Details of the school officer responding to the concern or complaint	
Date of next contact agreed upon	
Action taken on the concern or complaint and date of action	

School Chelsea Height Primary School		Form Name: Complaints and Concerns		Policy Ref. Number WEL002	
Written by: J Satchwell	Amended by: J Satchwell	Date: 13/03/2020	Version 1.0	Page 1	

Outcome of action taken on the concern or complaint	
Any recommendations for future improvement in the school's policy or procedures	

Signed _____

Complainant

School Officer