

Form 6.1 Complaints Fixit Form

Who? All students and staff When? An issue arises

We want to hear about your concerns. Please tell us about them early. We aim to settle problems at within seven days of receiving notice from you.

Try to deal with problems through talking directly with the people concerned. If this does not get results, complete this form and give it to the Principal or Assistant Principal.

Your Name and Contact Details

Details of Problem

Signed _____ **Date** _____

Actions taken

Signed Principal / Assistant Principal _____ Date _____