

Record of Parent Complaint
Littlehampton School, Preschool and OSHC

Date of first contact:

Name of persons raising concern/complaint:

Overview of concern/complaint:

Who is dealing with the concern/complaint?	Date
<u>First point of contact</u>	
<u>Type of documentation</u>	
<u>Forwarded to: Date of Follow up Meeting:</u>	
<u>Type of documentation</u>	
<u>Forwarded to:</u>	
<u>Type of documentation</u>	
Summary of outcome	
<p>Signed _____ Date _____</p>	

Examples of documentation include:

- *Emails*
- *Minutes of meetings – ideally signed by each party at the end of the meeting and copies given to both parties.*
- *Notes from telephone conversations – this method is not ideal – the preference would be to meet face to face.*