



CONCERN & GRIEVANCE REPORT FORM

This form is to be used for all Concerns, Grievances and Complaints within the school.

Once completed, place form in the Head of School's In-Tray, kept in the office. You can also return form by mail; mark envelope as CONFIDENTIAL and it will be opened only by the Head of School. DO NOT EMAIL THIS FORM. Concerns will be processed in accordance with the Concerns and Grievance Policy.

Indicate level of concern to you (circle): MINOR / MODERATE / MAJOR

Date: _____

Name of person filling in this form: _____

Contact phone number: _____

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

Teacher

Parent/ Guardian

Education Assistant

Other (specify) _____

Brief description of concern:

What you would like to see happening:

Thank you for filling out this form. You will be contacted by the Head of School who will let you know how your concern is being addressed.