

# Complaints Form



Hillcrest High School

Te Kura Tuarua o Tihipuke

Before making a formal complaint, you should first read the school's Complaints Policy which is available at: [Complaints Policy](#)

You should attempt, in the first instance, to resolve a concern by using a direct and informal approach to the individual concerned wherever possible.

If a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation, including a copy of this completed complaint form.

Please note that there are other school policies and regulations to deal with student or staff misconduct, harassment and assessment issues.

Completed complaint forms are to be sent to the Principal.

## YOUR DETAILS (COMPLAINANT):

FIRST NAME	
LAST NAME	

TELEPHONE NO.	
EMAIL	

## YOUR SON/DAUGHTER'S DETAILS (IF APPLICABLE):

FIRST NAME	
LAST NAME	
FORM CLASS	

IS YOUR SON/DAUGHTER AWARE THAT YOU ARE MAKING THIS COMPLAINT?

YES    No

## COMPLAINT

<b>WHO IS YOUR COMPLAINT BEING LAID AGAINST (COMPLAINEE)?</b>	
<b>WHEN DID THE INCIDENT OCCUR?</b>  DATE:  TIME:	<b>WHERE DID IT OCCUR?</b>

**DESCRIBE YOUR COMPLAINT (PLEASE GIVE AS MUCH DETAIL AS POSSIBLE)**

**WHO WITNESSED THIS INCIDENT?**

**HOW DID THIS INCIDENT MAKE YOU FEEL?**

**WHAT STEPS HAVE YOU TAKEN PRIOR TO THIS TO RESOLVE THE ISSUE/COMPLAINT?**

**WHAT WAS THE OUTCOME OF THE PRIOR STEPS YOU TOOK TO RESOLVE THE ISSUE/COMPLAINT?**

**WHAT IS YOUR DESIRED OUTCOME TO THIS COMPLAINT?**

**SIGNATURE**

**DATE**