



LOGAN PARK HIGH SCHOOL

Te Kura Tuarua o Kapua o te Raki

Logan Park High School Concern/Complaint Form

From time to time some parent(s) or whanau may have a worry about an aspect of our School or the progress of their student. If the matter involves the classroom programme or a teacher, you are invited to make a time to discuss the concern with the teacher closest to the problem. The senior management team are also available to talk about any concern you may have.

Alternatively, you may deem it necessary to provide a written concern or complaint. Please complete the form below and send it to the school office in an envelope marked "Principal" or "Board of Trustees Chairperson". Your written concern/complaint will be acknowledged, and an explanation of what action is to be taken will be provided.

Your name:	
Student's name:	
Your relationship to the student:	
Address: Postcode:	
Daytime telephone number:	
Email address:	
Please give details of your concern or complaint:	
What action, if any, have you already taken to try and resolve your concern or complaint (who did you speak to and what was the response)?	
What actions do you feel might resolve the problem at this stage?	
Are you attaching any paperwork? If so, please give details.	
Signature:	
Date:	

Official use:

- Date acknowledgement sent:
- By whom:
- Concern/Complaint referred to:
- Date: