Formal Complaint Form

Please complete and return this form in a sealed envelope marked 'confidential'.

Parent Name:	
Child Name, Year and Division	
Mobile No.	
Email id:	
Details of your complaint	
Date and time of incident	
What action (if any) have you already taken to resolve your complaint?	
To whom did you speak to and report the incident, what was their response?	
Are you attaching any further evidence? If so, please provide the details	
Signature	
Date	

For Official Use

Received By	
Received On	
Acknowledgement Sent on	

Complaint Form (School's Response – For internal use only)

Has the complainant contacted KHDA?	
What action (if any) has the school taken to resolve the complaint?	
Has the complainant been contacted and advised on the action taken by the school?	
Is the complainant satisfied with the response from school? If not, what action does the school propose to take?	

Next steps agreed with the complainant	
Signature:	
Date:	