

**Record of Parent Complaint**  
**Littlehampton School, Preschool and OSHC 2013**

**Date of first contact:**

**Name of persons raising concern/complaint:**

**Overview of concern/complaint:**

<b>Who is dealing with the concern/complaint?</b>	<b>Date</b>
<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>	
<b>Summary of outcome</b>	
Signed _____ Date _____	

*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.*