



Complaints Form

Use this form to submit complaints or grievances, matters of concern that have been identified by staff of Yeshiva, students and/or parents. The purpose of this form is to support the resolution process of a Complaint or Grievance.

Instruction

When completing this form reference should be made to Yeshiva's Complaint Handling Policy. This form is to be completed and emailed to the Principal:

principal@yeshivacollege.nsw.edu.au

Lodged by

Name	
Email	
Contact Number	
Date	

Description of Complaint

Detail what happened, who was affected and any contributing factors (where relevant to the type of incident and known at the time of the incident).

Name	



School's actions to resolve the Complaint

	The Complainant was notified	Date:
	Consultation between the Principal and Complainant took place	Date:
	A resolution has been given to the Complainant	Date:
	Other	Details:

Detailed description of actions taken to resolve the incident and to manage any ongoing risks

Please ensure any ongoing risks are identified. Personal information is not required in this section of the form:

Office Use

This document has been Scanned and uploaded against student or staff file
A Record of the complaint acknowledgement has been scanned and uploaded
The complaint has been resolved and closed
The Complaint has not been resolved and has been on referred to a Third Party (comment required below)

Date Resolved: (Entered into Complaints Register)

Date

Signed: