

**WAIHEKE HIGH SCHOOL**

**Record of Complaint**

Name(s) of complainant(s):…………………………………………………………………………………………………………………

Parent/Student/Staff/Other (please state): ………………………………………………………………………………………..

Date complaint was reported: …………………………………………………………………………………………………………….

Staff member handling complaint:………………………………………………………………………………………………………

Brief Summary of concern:………………………………………………………………………………………………………………….

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Results of investigation: ……………………………………………………………………………………………………………………..

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Action taken:……………………………………………………………………………………………………………………………………….

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Comments:………………………………………………………………………………………………………………………………………….

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Staff signature:………………………………………………………………………………………………………………………………….

*(This form should be filed in the Principals office once the complaint has been dealt with)*