

For Internal Use Only

Action Taken: _____

Outcome: _____

Issue passed to: _____ **Date/Time:** _____

Seen: Senior Member of Staff (Name): _____ **Date/Time:** _____

Pastoral Deputy Head:

Head:

It is the School's policy to respond to the complaint within 24 hours and the School will notify the complainant of the outcome of the investigation within 28 working (term-time) days of having received the complaint. (See full policy for details.)