



## Westcountry Schools Trust (WeST)

### Record of Concern or Informal Complaint

Name of the School/Academy:		
Complainant name:	In person or by phone?	Address:
Contact Numbers & Email:	Date & Time:	
<b>Complaint</b>		
Details of the complaint:		
What actions do you feel will resolve the problem at this stage?		
Complaint Recorded by:		
<b>Acknowledge that the person will be contacted, and by when</b>		
Office Use:		
Who complaint has been passed on to:		
Date and time:		