SRE complaints report

|  |  |
| --- | --- |
| Date: |  |
| Name of Parish: |  |
| Name of person receiving complaint: |  |
| Position of person receiving complaint: | ❑ Rector❑ SRE Coordinator |

Details of Complaint

|  |  |
| --- | --- |
| Person lodging complaint: |  |
| Position:*(Eg School teacher, Principal, Parent)* |  |
| Person complaint is about: |  |
| Type of complaint: | ❑ Teaching inefficiency❑ Lesson content❑ Organisation of SRE❑ Teacher compliance❑ Other |
| Details of complaint: |  |
| Details of contact with complainant: |  |
| Steps taken to resolve/manage complaint: |  |

Result of Complaint

|  |  |
| --- | --- |
| Outcome of complain:*(including how and whether concerns were substantiated)* |  |
| Action taken in response to complaint: |  |
| Steps for further follow up:*(Please include who is responsible for this action)* |  |

Notification of Outcome

Outcome of complaint has been communicated to the following:

❑ Rector

❑ SRE Coordinator

❑ Person lodging complaint

❑ Person complaint is about

❑ Other SRE Providers (where a combined arrangement is in place)