

GRIEVANCE FORM - SENIOR CAMPUS

TO:

FROM:

STUDENT'S NAME:

STUDENT'S GRADE:HOUSE.....

NOTIFIED:

TEACHER

TUTOR

GRADE 7 CO-ORDINATOR

HEAD OF HOUSE

PASTORAL/ACADEMIC DEAN

HEAD OF CAMPUS

HEADMASTER

CO-ORDINATOR OF OVERSEAS STUDENTS

TYPE OF COMPLAINT:

ACADEMIC

PASTORAL

DESCRIPTION OF GRIEVANCE

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Student name:

Student signature:

Date:

ACTION TAKEN:

STUDENT NOTIFIED OF OUTCOME OF INVESTIGATION: **Date:** _____

NOTIFIED:

- | | | | |
|-----------------------------------|--------------------------|--------------------------|--------------------------|
| TEACHER | <input type="checkbox"/> | ACADEMIC DEAN | <input type="checkbox"/> |
| TUTOR | <input type="checkbox"/> | PASTORAL DEAN | <input type="checkbox"/> |
| GRADE 7 CO-ORDINATOR | <input type="checkbox"/> | | |
| HEAD OF HOUSE | <input type="checkbox"/> | | |
| PASTORAL/ACADEMIC DEAN | <input type="checkbox"/> | | |
| HEAD OF CAMPUS | <input type="checkbox"/> | | |
| HEADMASTER | <input type="checkbox"/> | | |
| CO-ORDINATOR OF OVERSEAS STUDENTS | | <input type="checkbox"/> | |
| PARENT(S) | | | |

OUTCOME OF INVESTIGATION:

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Student/staff name: Complainant name:

Student/staff signature:..... Complainant name:

Date: Date:

A complainant may appeal the outcome of the investigation using the flowchart outlining the mechanism for dispute resolution.