



St Saviour's Primary School

14 Lawrence Street, Toowoomba Q 4350

PO Box 1145, Toowoomba Q 4350

Phone 4637 1555 | Email ssps@twb.catholic.edu.au

Complaint Management Record

This form can be used to summarise the complaint discussed and future action to be undertaken.

Date	Time
Complaint raised by	
Summary of complaint	

Meeting Notes

People in attendance
Summary of complaint

Agreed outcomes/resolutions

Action/s	By whom?	When?

Review date
Any further action required

Person completing this form	
Role	Date