St George Christian School

Concern Form

(Turn over for Idea/Suggestion Form)

1. Purpose:

The purpose of this form is to provide an avenue for the expression of a concern relevant to an activity or department of St George Christian School. Biblically, we are encouraged to speak with the individual concerned first (see Matthew 18:15) and we encourage this approach where possible.

The Principal or his designated representative will contact you within 14 days of receipt of this form, advising you of action taken.

How to Complete Form:

- Fill in items a. to d.
- Keep a copy for yourself
- Give the form to the school office
- We will contact you within 14 days of receipt of this form to inform you of the outcome of our inquiries.

a. Name:…….. Date:……./……../……..

Contact phone number during business hours:……

b. Area of concern relates to:

[ ] Infants [ ] Junior School [ ] Middle School [ ] Senior School

[ ] Other :……..

c. I am concerned that:

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d. Can you suggest a way of resolving this concern?

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Office Use Only

Received by Principal: [ ] Date: ……../……../……...

Inquiry directed to Name:……... Date: ……/……/……

Response given to Name:……..... Date: ……../……/……..

Action Taken

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Further Action to be Taken

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Thank you for taking the time to complete this form.

St George Christian School

Idea/Suggestion Form

(Turn over for Concern Form)

Purpose:

As a school community that values creativity and the review of all practice, this form provides a means for the expression of an idea or suggestion.

The Principal or his designated representative will contact you within 14 days of receipt of this form, advising you of action taken.

How to Complete Form:

- Fill in items a. to d.
- Keep a copy for yourself
- Give the form to the school office
- We will contact you within 14 days of receipt of this form to inform you of the outcome of our inquiries.

a. Name:…… Date:……/……/……..

Contact phone number during business hours:……

b. This idea/suggestion relates to:

[ ] Infants [ ] Junior School [ ] Middle School [ ] Senior School

[ ] Other :……..

c. My idea/suggestion is:

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d. Can you suggest a means of implementing this idea/suggestion?

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Office Use Only

Received by Principal: [ ] Date:……../……/……

Inquiry directed to Name:…….... Date:……/……/……

Response given to Name:…….... Date:……/……/……

Action Taken

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Further Action to be Taken

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Thank you for taking the time to complete this form.