Complaint form

Has something gone wrong?

Tell us by filling in this form.

If you need help to fill in this form, you can hand it to a teacher, principal or other adult to help you or call 13 74 68.

Tell us about you

	First name:	Last name:		
	Your school:	Class:		
	Where do you live:			
	Phone number:			
0	Email:			
	Tell us what happened. Who or what are you unhappy with?			
	Please turn the page over			

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	Tell us where it happened			
	Tick one or more:In the classroomIn the playgroundOnline		Travelling to school Travelling from school Other:	
	Tell us when it happeneTick one or more:In the last weekIn the last few weeks	d	More than one month ago If you know the date it happened, write it here:	
Tell us what you want to happen now. What would make you hap		en now. What would make you happy?		
	Is it okay if we contact y Tick one answer: Yes No How can we contact you? Phone		talk about what happened? The or more: Call someone you trust	
	Email		Tell us their name and phone number:	
What next?		Or yo	u can email or post the form to us at:	
Give this form to someone you trust to send it for you. This might be a teacher, parent, principal or somebody else you trust.			Email it to: enquiries.schooloperations@qed.qld.gov.au Post it to: State Schools – Operations Department of Education PO Box 15033, CITY EAST QLD 4002	
at <u>https://p</u>	ed copy. Refer to the Department of Education Policy and or.qed.qld.gov.au/pp/customer-complaints-management- ne most current version of this document.			

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