

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:



Email:



Tell us what happened. Who or what are you unhappy with?

Please turn the page over



Tell us where it happened

Tick one or more:

- | | |
|--|---|
| <input type="checkbox"/> In the classroom | <input type="checkbox"/> Travelling to school |
| <input type="checkbox"/> In the playground | <input type="checkbox"/> Travelling from school |
| <input type="checkbox"/> Online | <input type="checkbox"/> Other: |

Tell us when it happened

Tick one or more:

- | | |
|--|---|
| <input type="checkbox"/> In the last week | <input type="checkbox"/> More than one month ago |
| <input type="checkbox"/> In the last few weeks | <i>If you know the date it happened, write it here:</i> |



Tell us what you want to happen now. What would make you happy?

Is it okay if we contact you to talk about what happened?

Tick one answer:

- Yes No

How can we contact you? Tick one or more:

- | | |
|--------------------------------|---|
| <input type="checkbox"/> Phone | <input type="checkbox"/> Call someone you trust |
| <input type="checkbox"/> Email | <i>Tell us their name and phone number:</i> |

What next?

Give this form to someone you trust to send it for you.

This might be a teacher, parent, principal or somebody else you trust.

Or you can email or post the form to us at:



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

