**Complaint Form**

*Please read the Complaints Handling Policy available on our website prior to completing this form.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: your details** | | | | | | | | | | | | | | | |
| DO YOU WISH TO REMAIN ANONYMOUS? | | | | | | | | | | | | | | | |
| No – please provide your details below | | | | | | | | | | | | | | | |
| NAME: | | | Click here to enter your name | | | | | | | DATE: | | | | Click to enter a date | |
| TELEPHONE: | | | Click here to enter your telephone number | | | | | | | EMAIL: | | | | Click here to enter your email address | |
| Yes  *Please note if you do not provide your details we will not be able to update you directly on this complaint* | | | | | | | | | | | | | | | |
| I am a: | | Student | | | | Parent/carer/guardian | | | | | Staff member | | | | Community Member |
| Other – specify: | | | | | Click here to enter details | | | | | | | |  | | |
| **SECTION 2: subject of the complaint (Select all that apply)** | | | | | | | | | | | | | | | |
| Student | | | | | | | | | | | | Student’s parent/carer/guardian | | | |
| Teacher | | | | | | | | | | | | Policy/procedure | | | |
| Principal | | | | | | | | | | | | Other staff member | | | |
| Other – specify: | | | | | Click here to enter details | | | | | | | | | | |
| **SECTION 3: DETAILS OF THE COMPLAINT** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **SECTION 4: DETAILS OF THE OUTCOME YOU ARE SEEKING** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **SECTION 5: HAVE YOU PREVIOUSLY MADE THIS COMPLAINT TO THE SCHOOL?** | | | | | | | | | | | | | | | |
|  | No | | | Yes | | | | If Yes, when? | Click here to enter the approx. date | | | | | | |
| Who dealt with the matter? | | | | | | | Click here to enter | | | | | | | | |
| What was the result? | | | | | | | Click here to enter | | | | | | | | |

Please email your complaint to [principal@crccs.vic.edu.au](mailto:principal@crccs.vic.edu.au), provide a paper copy to Reception or mail a paper copy to:

Mr Jamie Madigan

Catholic Regional College Caroline Springs

PO Box 3198, Caroline Springs 3023