

Child and student complaint form

Has something gone wrong? Tell us by filling out this form

If you need help to fill in this form, you can ask 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:

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:

- | | |
|--|---|
| ☐ In the classroom | ☐ Travelling to school |
| ☐ In the playground | ☐ Travelling from school |
| ☐ Online | ☐ Other: _____ |

Tell us when it happened

Tick one or more:

- | | |
|--|---|
| ☐ In the last week | ☐ More than one month ago |
| ☐ 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:

- | | |
|--------------------------------|---|
| ☐ Phone | ☐ Call someone you trust |
| ☐ 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:

SSSD.Governance@qed.qld.gov.au



Post it to:

Schools and Student Support Division,
Department of Education PO Box 15033,
CITY EAST QLD 4002

