



Student Complaint Form (Year 3 – 6)

We try our best, but sometimes things don't go as planned. If you need to make a complaint, we will take you seriously. We want to be fair, support you, listen to you, only share information with those who need to take action, explain what's happening, investigate, and do everything we can to keep you safe and feeling welcome.

1. Tell us about you:

First Name _____ Last Name _____

2. Tell us about your complaint:

Who or what are you unhappy with?

When did it happen? _____

What made you unhappy?

What would make you happy? Tell us what you would like to happen:

We might need to talk to you about what happened.

Are you ok with this? (Circle your answer)

Yes

No - Someone else will speak for you.



John Calvin School Albany

A School with the Bible

Name _____ Phone number _____

You can put this form in the complaints box in the office or email this form to us at jmulder@jcsa.wa.edu.au