

Complaint form



When you make a complaint, we will try and help you, be kind to you and tell you how long it will take. If you need help when using this form, you can ask a trusted adult you feel comfortable with.

Tell us about you



Name: _____

1. Tell us how you feel Circle your answer if you want to



Sad



Scared



Mad/
angry

3. Tell us about your complaint:

Who or what are you



Mad/
angry

angry,



Sad

sad



Scared

scared with?



4. When did it happen?

What made you feel this way? You can draw a picture or write about what happened

What would make you feel better?

We might need to talk to you to help fix your problem. Are you okay with this? Circle your answer



Yes



No

You can hand it to your teacher, post or email this form to us. Our contact details are:



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