

Riverside Christian College Complaint Form



Complainant Details

Riverside Christian College takes seriously all concerns and complaints from the College community and we appreciate this feedback. If you have attempted to resolve your concern with the relevant staff member/s and Heads of College and are unsatisfied with the outcomes, please complete this form and submit through College Administration.

Full Name:	
Daytime Phone:	Mobile:
Email:	
Preferred contact method:	
Student Name/s & Year Level/s (if applicable):	

Subject of Complaint

- ☐ Student ☐ Staff ☐ Activity ☐ Administration ☐ Policies/Procedure
- ☐ Facilities ☐ Curriculum ☐ Classroom ☐ Other (please state)

Has this complaint been raised previously? (Y / N) If so, give details.

Complaint Details

Today's Date:	
Date of Incident:	
Nature of Complaint:	
Has there been an attempt to resolve the issue directly with a staff member?	
NO YES (Please give names and dates below)	
Has there been an attempt to resolve this concern directly with a Head of College?	
NO YES (Please give names and dates below)	

Complaint Details: *(please provide as much detail as possible including names, dates/times and a clear description of what happened in chronological order. Attach additional pages if required)*

Receiving Staff Member:	
Date:	Time:
Date Receipt of Complaint acknowledged:	
Action Taken: 	