

Complaints, Compliments and Suggestions Form

If you have a complaint, compliment or suggestion about any aspect of our school services we're keen to hear from you.

Please complete this form and send it to the Principal: principal@korowal.nsw.edu.au

If you require any help completing this form, please contact the school office on (02) 4758 7466 or send an email to: info@korowal.nsw.edu.au

If there is a complaint or compliment in relation to the Principal, please direct this to the Chair of the Korowal School Board: chair@korowal.nsw.edu.au

General Information

Please select from the following. This is a:

- ☐ Complaint
- ☐ Compliment
- ☐ Suggestion

Please select from the following. I am a/an:

- ☐ Parent
- ☐ Student
- ☐ Supplier
- ☐ Contractor
- ☐ Member of the public
- ☐ Employee

Your details

First name:

Family name:

Street address:

Suburb:

Phone:

Email address:

	Postcode	

Compliment or suggestion

[illegible]

Complaint details

- Please set out your information as clearly as possible.
- Focus on facts.
- Mention the steps you have taken to resolve the problem.
- Have you raised this complaint with anyone before? If so, who did you speak to and what was the result?

Note: you can provide details of your complaint on a separate piece of paper if you need more space. Please attach it to this form when you send it to us.

[illegible]

Confidentiality

Your personal information and details of your complaint will remain confidential. However, the information you provide may be provided to the NSW Ombudsman, the Independent Commission against Corruption of the NSW Police if required.

For more information, see Korowal School policies relating to privacy and complaints handling on the school website www.korowal.nsw.edu.au