Blacktown Sinhala School

Confidential

Please email this form only to:
principal@thebss.org.au

Formal Complaint Form

This form may be used as part of the complaint/grievance procedure by students, parents and any party who wish to initiate a formal written complaint involving any violations of law or policy directly affecting the rights of the complaining party.

Date: _____

Name of Student / Complaining-Party: _____

Parent/Guardian: _____

Address: _____

Email _____ Mobile _____

Provide a complete description/explanation of the complaint, including the date of the incident on which the complaint is based, names of students or others responsible or involved in the incident, names of witnesses, and all other relevant facts. Use additional papers as needed to add more information.

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Describe any earlier efforts to resolve this matter or the reasons no such efforts were pursued.

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What specific remedy or corrective action are you seeking?

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_____

Parent/Guardian/Complaining-Party Signature _____