



**RICHMOND CHRISTIAN COLLEGE  
COMPLAINT FORM**



<b>YOUR DETAILS</b>	
Family name	Given name(s)
Address	
Contact number	
Email	
<b>PLEASE GIVE DETAILS OF THE COMPLAINT</b>	
(Attach additional page and/or further documentation if you wish)	
<b>PLEASE GIVE DETAILS OF THE OUTCOME YOU ARE SEEKING</b>	
(Attach additional page if space is insufficient)	
<b>HAVE YOU PREVIOUSLY RAISED THIS CONCERN WITH A STAFF MEMBER? (TICK)</b>	
No <input type="checkbox"/>	Yes <input type="checkbox"/>
<i>If yes, when:</i>	
Who dealt with the matter?	
What was the result?	

<b>Office Use Only</b>	
Date received:	Level: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Reported to:	Acknowledgement: / /
Outcome: Upheld/Dismissed/Unresolved	Decision communicated: / /