



Raising a concern with us

You can complete this digitally or attend our office to have support to complete this form.

What went wrong? **OR** What are you worried will go wrong?

Who might this impact?

How do you wish it had gone? **OR** How would you like to see it go?

What ideas or suggestions do you have for us to improve this?

Please rate the level of urgency for this concern (select one):

- Immediate - there is an immediate safety risk for staff, students, families or visitors
- Urgent - this concern will likely have an ongoing effect if not addressed promptly
- Non-urgent

I am a: Parent Community Member Staff Member

Name: _____ Date: _____

Child's name: _____ Class: _____

We aim to provide a response within 48 hours. Please email this completed form to administration@ripleycentrals.s.eq.edu.au or deliver to our administration.

Office use only:

Date received: _____ Uploaded to OneSchool contacts _____

To be actioned by: _____

Initial response provided (within 48 hours) by _____ Date _____

Response provided: _____ added to OneSchool Contacts: _____