



CAP Coolgardie Complaint Form

Complainant Name		Reference Number	
Staff Name		Date of Complaint	

Statement of the concern or complaint

Response from the School			
<i>Describe what has/will be done in response to the complaint</i>	<i>Who</i>	<i>Date Required</i>	<i>Completed?</i>

Correspondence
<ul style="list-style-type: none">▪ Note on Seqta (Date: _____)▪ Phone call/meeting (Date: _____)