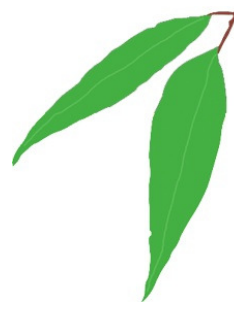


COMPLAINT PROCEDURE

Rationale

We are committed to delivering quality expert care and teaching in order that students may achieve their full potential.



Tea Tree Gully
Primary School

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F (08) 8396 1718

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Working together respectfully will give us the best chance of solving any problems that may arise during your child's years at Tea Tree Gully Primary School. If you have a concern or complaint, we want you to let us know.

We encourage Parents/Caregivers to approach the class teacher or the relevant staff member as the first point of contact. Make a time to talk to them to discuss your concerns.

If the issue is not resolved then Parents/Caregivers can choose to follow up with a member of the leadership team. This can be done in writing to a member of the leadership team who will acknowledge receipt of your complaint with a written response as soon as possible. You may choose to telephone the school to make a time to meet the relevant leadership member to discuss the issue.

Most complaints are resolved quickly, often within days. The Principal will aim to resolve your complaint within 15 days, although complex and contentious matters may take longer. If this is the case we will advise you.

If you are not satisfied that your complaint has been resolved at a local level, you may choose to seek support from our complaints resolution services: Education Complaint Unit
Phone : 1800 677 435 Email : DECD.EducationComplaint@sa.gov.au

Follow this link <https://www.education.sa.gov.au/doc/raising-complaint-decd> to view the Department for Education (DfE) Parent Guide to Raising a Complaint brochure. Steps guiding how complaints should be made are outlined in this brochure.

