



## Catholic Diocese of Wagga Wagga SRE Complaints/Disputes Complainant Form

This form is designed to accompany the Catholic Diocese of Wagga Wagga's Complaints Policies and Procedures. This form has been adapted from the CCRESS template. This form is for those wishing to submit a complaint/dispute.

Information to be included on the form:

- Submission date of complaint/dispute letter
- Complainant's First and Family names
- Complainant contact details i.e. phone, email and address.
- School
- Parish
- Parish Coordinator

Complainant's name	First:	Family
Phone	Email	
Address		
School	Parish	Parish Coordinator

Select from the following. I am a:

- Parent
- CCD Employee
- DEC Teacher
- SRE teacher

Complaint details:

- Please set out your information as clearly and as briefly as possible.
- Focus on facts.
- Mention the steps you have taken to resolve the problem.
- Have you raised this complaint with anyone before? If so, who did you speak to and what was the result?
- What is the result you are seeking?

