**2021 Grievance Notification Form**

This Form is used to formally notify the Pre-School of an issue or grievance you wish to raise.

Grievances are usually matters that cannot be addressed immediately and may involve matters of a more serious nature. A grievance may require detailed investigation and the Committee of Management has appointed a Grievance Subcommittee (supported by staff as appropriate) to deal with such matters. All matters will be dealt with by our Grievance Subcommittee (at least 3 members), currently comprising:

* Hayley Dickins
* Kate Hicks
* Ben Walters
* Breanna Penny

Alternatively you may prefer to discuss your concerns directly with your child’s teacher or contact our Pre-School Manager, Jo-Anne Jenning on 5282 2842 or email manager@laralakepreschool.vic.edu.au.

***Complete*** the following details, place in a sealed envelope, and place in our mail box at the front of the Pre-School and mark to the ATTENTION: GRIEVANCE SUBCOMMITTEE.

(To ensure confidentiality we prefer Grievances Notification Forms be submitted in hard copy format, however if you prefer you may submit this form by email to manager@laralakepreschool.vic.edu.au.)

A member of the Grievance Subcommittee will acknowledge and respond to you within 3 business days.

The matter will be resolved within 14 days as per our Constitution.

Full confidentiality will be ensured.

Name: Date:

Address:

Phone: Email: @

Child’s Kinder Group:

Grievance Issue *(for example include a description/nature, date(s) of incident, suggestions, etc)*:

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*If you require more space continue over the page.*..

**OFFICE USE:**

Date Received:

Committee Member:

Grievance Issue *(continued)*:

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*If you prefer to contact the Department of Education and Training (DET) directly the contact details are:*

South Western Victoria Region – Quality Assessment & Regulation Division

Ms Karen Etheridge

Children’s Services Authorised Officer

Ph: 03 5225 1008