

General Information

The Department of Education and Training is committed to treating everyone with dignity and respect and encourages good communication between parents and schools.

Schools, regions and the central office act in accordance with the Department's parent complaints policy and processes when managing your complaint. Further information about the policy *Addressing parents' concerns and complaints effectively: policy and guides*, including everyone's role in resolving concerns and complaints, can be found on the Department's website.

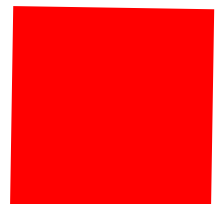
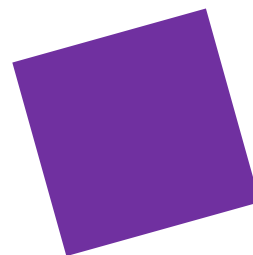
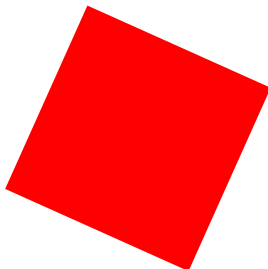
All concerns and complaints lodged with the Department about a Government school are addressed in line with relevant professional and administrative standards and in accordance with obligations and rights afforded under Victorian legislative and regulatory frameworks. These include the *Education and Training Reform Act 2006*, the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*.



How do I raise an issue or make a complaint?

The school should always be your first point of contact. Schools need to know if you have any concerns about your child's education. Teaching and learning works best when parents and teachers talk to each other and work together to solve any problems.

You are always welcome to ask about and request a copy of your school's policies and procedures.



When contacting the school

Any appointments to speak with school staff about a complaint should be arranged through the school office.

- Plan what you will say so you can clearly explain what the problem is. You might want to make some notes to help you.
- Have some ideas about how the problem could be resolved realistically.
- Talk about the problem with your child's teacher/s by telephone or organise a face-to-face meeting. Most problems can be solved this way.
- If you still have a concern after talking to your child's teacher/s you may want to speak to the Assistant Principal or Principal.

When to contact the regional office

If the matter is not resolved by speaking to the Assistant Principal or Principal at your school, you can contact the community liaison officer at your regional office who will assist you and the school to find a solution.

North-Eastern Victoria

- General enquiries 1300 333 231

North-Western Victoria

- Bendigo (03) 5440 3111
- Coburg (03) 9488 9488

South-Eastern Victoria

- Dandenong (03) 8765 5600
- Moe (03) 5127 0400

South-Western Victoria

- General enquiries 1300 333 232

When to contact the central office

If the matter remains unresolved after discussions with your regional office you can send your complaint, in writing, to:

Deputy Secretary, Regional Services Group

C/o Manager, School Operations and Governance Unit

GPO Box 4367, Melbourne 3001

E: community.stakeholders@edumail.vic.gov.au

Victorian Ombudsman

If, after all avenues for resolution of your complaint have been explored, and you are not satisfied with the way in which your complaint has been handled by the Department, you are able to contact the Victorian Ombudsman on (03) 9613 6222.

E: ombudvic@ombudsman.vic.gov.au

Further Information

If you would like further information about school policies you can visit the *School Policy and Advisory Guide* on the Departments website at: www.education.vic.gov.au

