

Complaints Policy



MONMIA PRIMARY SCHOOL
- Learn and Achieve -

This policy was last presented to School Council in October 2025



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the school office on 9364-1007.

Purpose

The purpose of this policy is to:

- provide an outline of the complaints process at Monmia Primary School so that students, parents, carers and members of the community are informed of how they can raise complaints or concerns about issues arising at our school
- ensure that all complaints and concerns regarding Monmia Primary School are managed in a timely, effective, fair and respectful manner.

Scope

This policy relates to complaints brought by students, parents, carers or members of our school community and applies to all matters relating to our school.

In some limited instances, we may need to refer a complainant to another policy or area if there are different processes in place to manage the issue including:

- Complaints and concerns relating to fraud and corruption will be managed in accordance with the department's [Fraud and Corruption Policy](#)
- Criminal matters will be referred to Victorian Police
- Legal claims will be referred to the Department's Legal Division

Complaints and concerns relating to child abuse will be managed in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures.

For further details refer to the policy page [here](#)

Implementation

Monmia Primary School welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

- actively listen to one another, be considerate of each other's views, and respect each other's role
- be student-focused
- be focused on resolution of the complaint, with the interests of the student involved at the centre
- act co-operatively in good faith
- behave with respect and courtesy
- respect the privacy and confidentiality of those involved, as appropriate

- be inclusive, considerate, and respect the cultural safety of all people, including Aboriginal people, and the human rights of all parties including but not limited to disability, age, race, religion, gender identity, sexual orientation, and marital status
- consider communication needs and preferences
- ensure that complainants and students related to complainants are not victimised for making a complaint or asserting their rights
- respect the privacy and confidentiality of those involved unless permitted or required to share information by law
- operate within and seek reasonable resolutions that comply with all applicable legislation and department policies.

Complaints and concerns process for students

Monmia Primary School acknowledges that issues or concerns can cause stress or worry for students and impact their wellbeing and learning. Monmia Primary School encourages our students to raise issues or concerns as they arise so that we can work together to resolve them.

Students with a concern or complaint can raise them with a trusted adult at school, for example, with their classroom teacher, education support staff and Principal Class officer. This person will take their concern or complaint seriously and will explain to them what steps we can take to try to resolve the issue and support the student.

Students can also ask their parent, guardian or another trusted adult outside of the school, to talk to us about the issue instead. Information about our parent/guardian complaints and concerns process is outlined further below. The parent/guardian process also applies to students who are mature minors, refer to: [Mature Minors and Decision Making](#)

Other ways students can raise a concern or complaint with us include:

- talking to a member of the junior school council about the concern and any suggestions they have for resolving it
- participating in our Attitudes to School Survey (for Grades 4-6)

Further information and resources to support students to raise issues or concerns are available at:

- [Report Racism Hotline](#) (call 1800 722 476) – this hotline enables students to report concerns relating to racism or religious discrimination
- [Reach Out](#)
- [Headspace](#)
- [Kids Helpline](#) (call 1800 55 1800)
- [Victorian Aboriginal Education Association](#) (VAEAI)

Complaints and concerns process for parents, guardians and community members

Preparation for raising a concern or complaint

Monmia Primary School encourages parents, guardians or members of the community who may wish to submit a complaint to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department and Monmia Primary School (see “Further Information and Resources” section below).

Support person

The complainant is welcome to have a support person to assist them in raising a complaint or concern with our school. Please advise us if a support person will be coming providing their name, contact details, and their relationship to the complainant.

Raising a concern

Monmia Primary School is always happy to discuss with parents/guardians and community members any concerns that they may have. Concerns in the first instance should be directed to your child's teacher, Assistant Principals or Principal. Where possible, school staff will work with

you to ensure that your concerns are appropriately addressed.

Making a complaint

Where concerns cannot be resolved in this way, parents, guardians or community members may wish to make a formal complaint to the Principal or Assistant Principals, noting that formal complaints should be directed to a member of the school's leadership team.

If a parent, guardian or community member would like to make a formal complaint, in most cases, depending on the nature of the complaint raised, our school will first seek to understand the issues and will then convene a resolution meeting with the aim of resolving the complaint together. The following process will apply:

- **Complaint received:** Please either email (monmia.ps@education.vic.gov.au), telephone (9364 1007) or arrange a meeting through the front office with the Assistant Principal or Principal, to outline the complaint so that we can fully understand what the issues are. We can discuss the complaint in a way that is convenient, whether in writing, in person or over the phone.
- **Timelines:** Monmia Primary School will acknowledge receipt of the complaint as soon as possible (usually within two school days) and will seek to resolve within 15 school days. Depending on the complexity of the complaint, some complaints may take more than 15 school days. We will endeavour to complete any necessary information gathering and hold a resolution meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, Monmia Primary School will consult with the complainant and discuss any interim solutions to the dispute that can be put in place.
- **Information gathering:** Depending on the issues raised in the complaint, the Principal, Assistant Principal or nominee may need to gather further information to properly understand the situation. This process may also involve speaking to others to obtain details about the situation or the concerns raised. In some instances, the Principal Class team may reach out to subject matter experts for expert advice. The school will may also reach out to the complainant for further information or to clarify concerns.
- **Response:** Where possible, a resolution meeting will be arranged with the Assistant Principal and or Principal to discuss the complaint with the objective of reaching a resolution satisfactory to all parties. If after the resolution meeting, we are unable to resolve the complaint together, we will work with the complainant to produce a written summary of the complaint in the event they would like to take further action about it. In some circumstances, the Principal may determine that a resolution meeting would not be appropriate. In this situation, a response to the complaint will be provided in writing.

In some instances, the school in consultation with the region may suggest mediation, conciliation or other alternative methods of resolving the complaint based on the complexity and urgency of issues raised in the complaint.

Please note that unreasonable conduct (e.g. vexatious complaints) may need to be managed differently to the procedures in this policy.

Resolution

Where appropriate, Monmia Primary School may seek to resolve a complaint by:

- an apology or expression of regret
- a change of decision
- a change of policy, procedure or practice
- offering the opportunity for student counselling or other support
- other actions consistent with school values that are intended to support the student, parent/guardian and school relationship, engagement, and participation in the school community.

In some circumstances, Monmia Primary School may also ask the complainant to attend a meeting with an independent third party or participate in a mediation with an accredited mediator to assist in the resolution of the dispute.

In some instances, the resolution may include actions that must be taken by both the school

and the complainant.

Escalation

If you are not satisfied that your complaint has been resolved by the school, or if your complaint is about the Principal and you do not want to raise it directly with them, you may contact the department by phone on 1800 338 663, via the Enquiries form, or by email at enquiries@education.vic.gov.au.

More information is available at [Make a complaint about your school](#). Monmia Primary School may also refer a complaint to South Western Victoria Region if we believe that we have done all we can to address the complaint.

For more information about the Department's parent complaints process, including the role of the Regional Office, please see: [Make a complaint about your school](#).

Review of complaints

Monmia Primary School will consider whether complaints relating to child safety identify any causes or systemic child safety risks, and take steps to address those risks and continuously improve our child safety practices.

Record keeping and other requirements

To meet Department and legal requirements, our school must keep written records of:

- Serious, substantial or unusual complaints
- Complaints relating to the Child Information Sharing Scheme and Family Violence Information Sharing Scheme, to meet regulatory requirements - refer to Child and Family Violence Information Sharing Schemes for further information

Our school also follows Department policy to ensure that record-keeping, reporting, privacy and employment law obligations are met when responding to complaints or concerns.

Further Information and Resources

The Department's Policy and Advisory Library (PAL):

- [Complaints - Parents](#)

The Department's parents' website:

- [Raise a complaint or concern about your school](#)
- [Report racism or religious discrimination in schools](#)

For further details refer to the school policy page [here](#) to obtain the Statement of Values and School Philosophy and Communication with School Staff policies.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Made available in hard copy from school administration upon request

Evaluation

The program leaders will review this policy every 2 years.

Policy Last Reviewed

September 2025

Consultation

School Staff and Principal

Approved by

Principal 2025

Next Scheduled
Review Date

September 2027