

Complaint Form

If you want to complain about more than one registered teacher, please complete one complaint form for each registered teacher about whom you wish to complain.

Copies of the complaint form and any documents you provide to the Council will be provided to the teacher you are complaining about.

If you have any questions or require assistance in completing this form, please phone the Council on 04 471 0852 or email conduct@teacherscouncil.govt.nz.

You must complete all sections of this form in order to submit your complaint. There are eight steps to complete. It may take you up to an hour to fully complete it. Before you complete this form, please ensure you have read the Conduct and Competence

Process Guide and have all of the mandatory documents and information prepared. You cannot submit an incomplete complaint form.

You must provide your name and contact details when filling out a complaint form. To save the document when using adobe reader select **File** then **Save As...** Please note we do not accept complaint forms submitted by email.

Please send the completed form to the following address:

The Manager Teacher Practice

New Zealand Teachers Council
PO Box 5326
WELLINGTON 6145

Step 1: Your personal details (the complainant)

Details of the person making this complaint.
Please provide your full name and contact details.

You must provide your full name and contact details. These details are to include your address.

Our preference is to correspond to you by email. Please note that the teacher at the centre of the complaint will be advised who has made the complaint.

Surname	<input type="text"/>	Address	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	
Title	<input type="text"/>	<input type="text"/>	
Telephone			
Home	<input type="text"/>	Email	<input type="text"/>
Mobile	<input type="text"/>		
Work	<input type="text"/>		

Step 2: Details of the teacher you are complaining about

Enter the details of the teacher.

Teacher's full name	<input type="text"/>
Former/alternative name	<input type="text"/>
Registration No.	<input type="text"/>
School/centre name	<input type="text"/>
School/centre address	<input type="text"/> <input type="text"/> <input type="text"/>
Teacher's address (if known)	<input type="text"/> <input type="text"/> <input type="text"/>
Relationship to teacher	<input type="text"/> eg parent of student

Step 3: Details of the complaint

Please provide details of the complaint.



*If extra space is required, please attach extra sheets to the back of this form.
Make sure to mark clearly which step these refer to.*

In the space below please:

- Give the date(s) on which the complaint arose
- State what your particular complaints are (eg conduct of the teacher, quality of the teaching, character of the teacher)
- Describe the complaint (eg what happened, where it happened, to whom it happened).

Step 4: Further information – Witnesses

Further information on the complaint based on witness reports.



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Make sure to mark clearly which step these refer to.*

Please try to obtain witness approval before naming them below.

If any other people can provide information about the complaint, please provide their names, contact details and what information they may be able to provide.

Step 5: Further information – Documents

Please attach any further information.



*Please attach any relevant documentation to the back of this form.
Make sure to state clearly what these refer to.*

Attach copies of any documents you think are relevant to your complaint (eg letters, school work, statements from witnesses or other people involved). If you cannot provide the documents, please provide details of who has access to the documents, their contact details and what information they may be able to provide.

Step 6: Further information – Investigation by the employer

Further information on the employer investigation.



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Make sure to mark clearly which step these refer to.*

If you have referred this complaint to the teacher's employer (eg board of trustees), what was the outcome of the complaint? If you have not referred this complaint to the teacher's employer, what were your reasons for not doing so?

Step 7: Further information – Outcome

Please specify the outcome you wish to achieve by making this complaint (eg letter of apology from the teacher).



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Make sure to mark clearly which step these refer to.*

Step 8: Declaration

I understand that the New Zealand Teachers Council normally sends a copy of all the initial information that is received about a teacher to him or her in accordance with the rules of natural justice and the Privacy Act 1993.

Please tick

To the best of my knowledge, all information I am providing is correct and accurate.

Please tick

I understand that the teacher will be notified of the complaint and will be made aware of my name.

Please tick

Please sign your Declaration:

Signature

Date

Full name