

**QVS Formal Complaint Form**

Please complete and return this form to the Head who upon receipt will acknowledge the complaint, and take the appropriate action required.

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| **Section A – Personal Details** | | | |
| Parent/carer’s  Full Name |  | | |
| Pupil’s Name |  | Boarding House |  |
| Relationship to pupil |  | | |
| Address |  | | |
|  | | |
|  | | |
|  | | |
| Telephone number Day/Evening |  | | |
| **Section B – 1. Nature of Complaint (please give reason and full details of your complaint below):** | | | |
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| **2. What action, if any, have you already taken to try and resolve your complaint? Please detail who you spoke to and what the response was.** | | |
|  | | |
| **3. What actions do you feel might resolve the problem at this stage? Please attach a separate blank sheet if you require more space.** | | |
|  | | |
| **4. Are you attaching any paperwork? If so, please detail below.** | | |
|  | | |
| **Signature of Complainant** |  | **Date** |

|  |  |  |
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| **For office use only** | | |
| Received in the first instance by: | Signed | Print |
| Acknowledgement sent: | | |
| Complaint referred to: | | |