

**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.

|  |
| --- |
| **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):** |
|   |

|  |
| --- |
| **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** |

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