



Formal Complaints Form

To lodge a formal complaint, please fill out this form completely and submit together with any supporting documentation to principal@mlc.vic.edu.au.

MLC will endeavour to acknowledge all complaints within 48 hours of receipt.

Family name: _____

First Name: _____

Address: _____

State: _____ Postcode: _____

CONTACT PHONE NUMBERS / EMAIL:

Home: _____ Work: _____ Mobile: _____

Email: _____

Details of the Complaint

Please describe the specific details of the complaint. Provide a chronology of events, if relevant. Detail any relevant phone conversations/meetings.

Has the matter been raised informally? <i>Where parents have an issue of concern or complaint, they should first contact the staff member most immediately involved with the issue, to attempt informal resolution of the concern. This may be a Teacher or Kindie Educator, Mentor, Student/House Coordinator or Head of Boarding.</i>	☐ Yes	☐ No <i>If No, we encourage you to share your complaint directly your child's Mentor, classroom teacher or Head of School to find a solution to your concerns informally.</i>
alf you answered Yes to the previous question, please detail with whom you raised the issue, what the outcome or actions were and why you believe this has not resolved the matter?		
Resolution How could this matter be resolved?		

NAME AND SIGNATURE

Signature:

Name:

Date:
