

MOTTRAM ST. ANDREW PRIMARY ACADEMY

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Priest Lane
Motttram St. Andrew
Macclesfield
SK10 4QL

Headteacher: Miss J. Willerton BSc, MA, PGCE

Complaint Form Stage 2 (Complaint heard by the Headteacher)

Please complete and return to the Headteacher via the school office.

Your name:

Pupil's name (if relevant):

Your relationship to the pupil (if relevant):

Address:

Telephone number:

Please give details of your complaint

Please attach any relevant documentation.

What action, if any, have you already taken to try to resolve your complaint? (Who did you speak to and what was the response)?

What actions do you feel might resolve the problem at this stage?

Signature:

Date:

OFFICIAL USE:

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: