

## How we will respond

### Your details

(Please tick box)

Pupil

Staff

Parent/Carer

Other

Name: (Mr/Mrs/Miss/Ms)

.....

Address:

.....

.....

Postcode: .....

Telephone No:

.....

Date: .....

E-mail Address:

.....

Where a client has made a comment, compliment, complaint or suggestion and given their name and address, they will receive a personal response.

Details of the formal complaint's procedure can be found in the school policy document. For further details please ask at the school office.

Winslow Close

Wetherwack

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Fax: 0191 553 5368

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## Compliments, Comments and Complaints

We value your views

Help us to improve our  
service

Tel: 0191 553 5365