

[ED12 Complaint to the Skills]

Education and

The Secretary of State for
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

[Enter date]

Dear [Enter Secretary of

**Re: [Enter Pupil's Name]
Class Teacher: [Enter Name]
[School]
[Enter Area Name]**

of School]

I am writing to make a
matter that has arisen at
chairman of the school go
my complaint has been a

concerned about a
the school head, the
still do not feel that

I enclose copies of all m
know that under sections
be occurring. Please dir
duties properly.

s I have received. I
96, this should not
ors to carry out its

My original complaint is a

[Enter Full Details of Cor

I am concerned about th

h because

[Enter Details of Concern

I will be pleased to prov
and enclosures to my l
hearing from you.

e copied this letter
looking forward to

Yours sincerely,

[Your Name]
[Your Address]
(Delete this text before p
the MP enclosing the ab

covering letter to

