



# White Bridge Primary School

Greensted Road, Loughton, Essex IG10 3DR

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Website: [www.whitebridge.essex.sch.uk](http://www.whitebridge.essex.sch.uk)

Headteacher: Mrs A Grisley BA (Hons), PGCE, PGMaST

Deputy Headteacher: Miss L Hester B.Ed. (Hons)

Assistant Headteacher: Mrs J Mudd BA (Hons) PGCE

Please complete and return to the Headteacher/Chair of Governors who will acknowledge receipt and explain what action will be taken.

Your name:

Your address:

Postcode:

Your contact details:

Daytime telephone number:

Evening telephone number:

Email address:

Pupil's name:

Your relationship to the pupil:

Please give details of your complaint (continue on a separate sheet if necessary):

What action, if any, have you already taken to try and 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?

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

