

Red planning sheet

School's address:

Miss R McCutcheon
Monkwick Junior School
School Road
Monkwick
Colchester
Essex
CO2 8NN

Your address

Date

Dear Miss McCutcheon or
Dear Sir/Madam,

I am writing to you to complain about...

In this section, write what you want to complain to her about. DO NOT give reasons for your complaint in this box.

Main content. In this section, write your reasons for your complaint.

Why do you think we should keep break time and the tuck shop?

Ideas:

A chance to have something
to eat.
Time to see our friends.
Fresh air.
Makes school fun

What would you like to happen? (Keeping break time and tuck shop)

Sign off (Yours sincerely or Yours faithfully)

Yellow and Green

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Dear Sir/Madam,

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What would you like to happen?

Sign off

