

**REQUEST FOR INFORMATION FORM**

*Please note: This is not a mandatory form. Requests for information in other formats will also be accepted.* ***Freedom of Information*** *or* ***Environmental Information requests*** *must be made in writing to be valid. Please contact us if you need help with raising a written request.*

Please provide me with the information requested below. If you need any clarification before you can process the request, please let me know as soon as possible. I understand that you may require proof of identity before supplying me with the requested information.

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| **Name:***Please specify your real name or the name of the person or organisation you are requesting the information on behalf of.* |
| **Correspondence address:** | **Contact number:** |
| **Email address:** |
| **Please provide me with:** *Insert details of the information you want that will help us to locate the specific information. Please be as specific as possible. We may return to you for further clarification if we are not clear what you are looking for. Please note that some information may not be available. We will advise you if this is the case and provide the reasons for non-availability.* |
| **How do you want to receive the information?***The means of communication here can be one or more of the following:** *A copy of the information (e.g. hard copy, electronic document)*
* *An opportunity to come in and inspect the information*
* *A digest or summary of the information*

*Please note that in accordance with our FOI Publication Scheme and current legislation, there may be a charge for some forms of information. We will advise you of the charge before processing your request.* |

**Please send your completed form to either:**

* The school headteacher (see website for contact and address details); or
* the ONE Academy Trust Governance Coordinator (Diane Dakin)

**Address:**

Registered Office:

Wilmot Street,

Sawley,

Long Eaton,

Nottingham

NG10 3DQ

**Email:** d.dakin@oneacademytrust.co.uk **or** enquiries@oneacademytrust.co.uk

**Tel:** **0115 973 5984** (via Sawley Junior School office)