

**FREEDOM OF INFORMATION ACT 2000
APPLICATION FOR INFORMATION**

Please complete this form in as much detail as possible. What you tell us here will be used only to help us find the information you have asked for.

Details of the Applicant

Title:

First Name(s):

Last Name:

Address and Postcode:

Daytime telephone number:

Evening telephone number:

Email:

Is the information already available?

Before completing this form:

- Have you checked whether the information is already available from the School's website?
- Have you checked whether the information is already available from the School's Publication Scheme?

The information you require

Please describe the information you require, including as much detail to help us identify and locate the information. For example, relevant dates, names of documents, relevant School services, departments or names of staff whom you think may hold this information.

Where we do not have enough detail to be able to respond to your request, we will contact you for further clarification.

If you have already had contact within someone in the School regarding this request, please indicate the name of the person you have spoken to as this will help us to respond to your request.

Preference for receiving the information

You can state a preference for receiving the information. We will try as far as practicable to meet your preference (please check).

- Hardcopy form •
 - Electronic copy by email
 - Opportunity to inspect the information at School
 - Other method (please outline): _____
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Please post this form to:

Headteacher
The Devonshire Hill Nursery and Primary School
Weir Hall Road
London
N17 8LB

Or email:

head@devonshirehill.haringey.sch.uk