



St. Mary's College

Sports College



Freedom of Information Act 2000

Information Request Form

Please provide the following details –information marked with an asterisk (*) is essential in order for us to respond to your request.

Full Name*

Contact / Email Address*

Tel No:

Date: *

Please describe the information you seek together with any other relevant information which may help us answer your request.* (Some extensive information requests may be chargeable. It is therefore advisable to make your requests as specific and detailed as possible, to ensure that unnecessary processing of information is not included in any cost estimate. You will be advised if a fee is required as soon as possible after the receipt of your application).

In order to assist in retrieving the necessary records please explain why you are requesting this information (not essential):

Please return the completed form to The Data Protection Officer, St. Mary's College, Cranbrook Avenue, Hull HU6 7TN or email as an attachment to admin@st-marys.hull.sch.uk, or hand-in to the school reception.

The college will endeavour to respond to your request for information within 20 days. If further clarification is required to identify the information requested then we will contact you to obtain this.

If you need any assistance to complete the form or have any questions about the process, then please do not hesitate to contact the college's administration office on (0)1482 851136.



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY



International
School Award
2005-2008



school
achievement award
department for education and skills