

**FREEDOM OF INFORMATION REQUEST**

**Personal Details (of the person completing the form):**

|  |  |
| --- | --- |
| NAME: |  |
| ADDRESS: |  |
| CONTACT TEL: |  |
| CONTACT EMAIL ADDRESS: |  |

**Student Details:**

|  |  |
| --- | --- |
| Name of child: |  |
| Relationship between person completing the form and the above named child: |  |
| Child’s year group: |  |

Is this FOI request for Hugh Christie School or Long Mead Primary School?

**Description of Information Required:**

Identify the information as clearly and specifically as possible. Please provide sufficient detail to assist us in identifying and locating the requested information, such as a specific time period or the type of information you are interested in e.g. email, minutes of a specific meeting etc.

FOI Details:

**Terms and Conditions:**

Thank you for taking time to complete this form. We will use the information provided to respond to your request Freedom of Information request.

For more details about how Hugh Christie uses your personal information, please read our Privacy Statement in the GDPR section of the school’s website.

Please submit you form to the Tonbridge Federation Business Manager, Sarah Steward at SFA stewarts@tonbridgefederation.co.uk