

# [Freedom of Information](#)

## Freedom of Information Publication Scheme

Melbourn Primary School operates a publication scheme. Details of the information that we routinely make available can be found by clicking [here](#).

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. To help us process your request quickly, please clearly mark any correspondence: "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

Single copies of information covered by this publication are provided free unless stated

otherwise in the publication scheme. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item (such as some printed publications or videos) we will let you know the cost before fulfilling your request.

If the information you're looking for is not available via the scheme and is not available elsewhere on the website, you can still contact the school to ask if we have it. If you wish to make a formal application for the information under the Freedom of Information Act, you will need to make the request in writing (including via e-mail) and provide us with: your name, an address for correspondence and a description of the information you want.

We will tell you within 20 working days from receipt of your request whether we hold the information and either supply it or tell you why this is not being done. If we refuse your request, we will tell you what exemption has been applied, and why.

## Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mrs Wilcox, Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

### **They can be contacted at:**

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)