



Heartlands Community Trust

Heartlands High School

INFORMATION REQUEST FORM

This form is to help you request information from Heartlands Community Trust and Heartlands High School under Data Protection Act, Freedom of Information Act and Pupil Information Regulations. The school publishes a considerable amount of information on its web site (www.Heartlands.sch.uk) and this may help answer your query.

Name		
Address		
Email Address		
Telephone Nos	Day:	Mobile:
Preferred reply method (please tick)	By post	By email
Information requested (please be as precise as possible) It may enable us in responding helpfully If you are able to say why you need the Information although you are under no obligation to do so		
Please tick if information requested is about you or a child for whom you are the parent carer	Information is about me	Information is about my child
SIGNED: not necessary to sign if sending By email from your email address		

Please send the completed form to maria.levenson@heartlands.haringey.sch.uk or by post to Head Teacher's PA, Heartlands High School, Station Road, Wood Green, N22 7ST. You will receive an immediate acknowledgement. A full reply is normally sent within 20 school days- full details in the school information policy www.heartlands.haringey.sch.uk

