

Marwood Primary School

Publication Scheme on information available under the Freedom of Information Act 2000.

Under the above Act, Marwood School can provide various documents, policies and information within the Scheme.

The majority of the information within the scheme is available on our website at www.marwood.devon.sch.uk

Alternatively, please contact the school concerning an information request using:

- the Contact Us link on the website,
- by telephone on 01271 850395
- by email admin@marwood.devon.sch.uk or
- by post to Marwood School, Whiddon, Muddiford, Barnstaple, Devon. EX31 4HF.

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST” (in CAPITALS please).

Note, there may be an administrative charge for any such requests.

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 the 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.

Website: www.informationcommissioner.gov.uk

Policy updated and adopted by the Full Governing Body : 23rd March 2022.