[Insert School/Trust Name and Logo]

[DATE]

Dear

**Freedom of Information Act (FOIA) 2000 Request.**

Thank you for your communication, which we received on [DATE RECEIVED], asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

1. [List information, or outline request for clarity]

In response to your request, I can confirm the following.

1. [List information, or outline request for clarity]

[The following exemptions have been applied [If Applicable]

1. [Detail exemptions applied or delete section]

If you have any questions about the information provided, or to make a complaint, please contact us in the first instant at the above address.

You are also able to gain further support or make a complaint to the Information Commissioner’s Office at <https://ICO.org.uk>, although we would encourage you to speak to the Data Protection Officer in the first instance.

Yours Sincerely