

## Requests for paper copies

Printed information on courses and services offered by the school are available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the school will produce publications and documents in other formats where it is reasonably practical to do so.

For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the school will usually make a charge. The charge will normally comprise the cost of photocopying or scanning (**current photocopying charges and scanning charges are each 5p per page**) or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the school may waive the fee at its absolute discretion.

Please contact the school office on the following number:

**0151 233 8650**

Named Contacts: Mrs Ann Moore (School Business Manager)

Miss Collette Bennett (Admin Officer)