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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 330 5120

Named Contact: Miss Collette Bennett (Office Manager)