



# Ridge Community Primary School

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## Ridge Community Primary School Subject Access Request Record

Date received	
Deadline to respond (receipt plus 1 calendar month)	
Request from (contact's name)	
Request regarding (subject's name)	
Correspondence address, contact email and telephone number	
Information/ action requested	
Action taken/ SAR refused (what/ why/ who by/ when)	
Date response provided to family	
Further information	