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| Woodhill House, Westburn Road, |  |  |
| Aberdeen |  |  |
| AB16 5GB |  |  |
| Tel 01224 664630 |  |  |
| Fax 01224 664615 |  |  |
| www.aberdeenshire.gov.uk |  |  |
| LP 1 - Aberdeen 3      |  |  |
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Our Ref ACE/581103

Your Ref

Please ask for FOI Co-ordinator

Direct Dial 01224 664630

Email education@aberdeenshire.gov.uk

James McWilliam

request-214914-8aed88a6@whatdotheyknow.com

06 June 2014

If you have difficulty reading this document please contact FOI Co-ordinator on 01224 664630.

Dear applicant,

# Freedom of Information (Scotland) Act 2002 - (“The Act”) Acknowledgement

We refer to your request dated 02 June 2014, for the following information.

**Please send me copies of all correspondence, e.g. emails, letters and written notes of telephone calls, as well as written notes of meetings, between Methlick School Parent Council and Methlick School. I also want all correspondence e.g. emails, letters and written notes of telephone calls, as well as written notes of meetings between Methlick School Parent Council and Aberdeenshire Council Education Department for the period 1st January 2011 to present.**

We received your request for information 02 June 2014. This is being processed as a Freedom of Information request, and we will respond in terms of legislation as soon as possible and in any event within 20 working days.

We will undertake a full search for the information which you have requested, and will also advise you if this information is not held by us. Please contact me as the officer responsible for co-ordinating your request if you have any further queries.

At this stage please see undernoted the Council’s Review Procedures which also apply in the event of delay in dealing with your request.

Yours faithfully

Freedom of Information Co-ordinator

Education & Children’s Services

**Further Information*:***

Aberdeenshire Council’s Review Procedure under the Freedom of Information (Scotland) Act 2002:-

If you wish Aberdeenshire Council to review its actions and/or decisions with respect to your Request for Information, you should contact:-

Alastair Nicol,

Principal Committee Officer,

Aberdeenshire Council,

Woodhill House,

Westburn Road,

Aberdeen AB16 5GB;

(e-mail alastair.nicol@aberdeenshire.gov.uk):

no later than 40 days after you receive the Notice intimating the decision that you want to have reviewed.

Your request for review must be in writing or in another form which has some permanency and is capable of being used for subsequent reference (e.g. audio/video tape recording). You must state your name and address for correspondence. You must also give details of the information which you originally requested and the reasons why you are dissatisfied with the way in which your application for information has been dealt with.

The Principal Committee Officer will arrange for your application for review to be considered by the Review Panel. The Review Panel will write to you informing you of its decision by not later than twenty working days after receipt of your request for a review. The Review Panel will also provide you with a statement of its reasons for arriving at the decision it has made.

## **Your Right to Complain to the Scottish Information Commissioner:**

If you are dissatisfied with the Review Panel’s decision, you may appeal to the Scottish Information Commissioner.

An appeal to the Scottish Information Commissioner must be made within six months, specifying:-

* the Request for Information to which the requirement for review by relates;
* the reasons for your dissatisfaction with the review decision;

## The Scottish Information Commissioner can be contacted at:-

Scottish Information Commissioner,

Kinburn Castle,

Doubledykes Road,

St Andrews, Fife, KY16 9BS

Telephone – 01334 464610;

Fax - 01334 464611;

Email – enquiries@its publicknowledge.info