



## APPENDIX A – FREEDOM OF INFORMATION REQUEST FORM

### Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please state):
Forename(s):	Poppy	
Family Name:	Damon	
Previous Family Name:		
Other name(s) known by:		
Date of Birth (dd/mm/yyyy):	...../...../.....	Male <input type="checkbox"/> or Female <input type="checkbox"/>
Nationality:		
Place of Birth:		

### Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	xxxxxxxxxxxx
Email Address:	Poppy Damon <request-586572-c7782464@whatdotheyknow.com>
Previous Address:	
Postcode:	

For information on how we use/store your data, please refer to our Privacy Notice available on our website : <https://www.derby-college.ac.uk/documents/misc/Privacy-Notice.pdf>



### Section 3 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Received by e-mail 03/07/19

I'm looking for information regarding the bereavement services which are available in your university or college. Please could you answer the following:

- +Do you offer special provisions for counselling services for students
- +specific to bereavement? Y/N Do you offer any support or counselling
- +services for students? Y/N Do you have an institution wide
- +policy/guidance regarding caring for students following a bereavement? Y/N Do your policies or practices exclusively relate to support for students who have lost parents or does your support factor in other forms of bereavement, such as losing a sibling?
- +Can you tell me what special provision you have for offering extensions and academic breaks in study after a bereavement?
- +How much money did you allocate to counselling and support services for bereavement per year (Jan 2016-Jan 2019)?
- +If you feel you would like to offer an opinion, would you say your institution feels you are offered enough from the Government in order to support students who have experienced bereavement while studying?

### Section 4 – Derby College Group’s Response to Request (use extra sheets if necessary, but ensure attached to this request form)

- +Do you offer special provisions for counselling services for students
- +specific to bereavement? **No**
- Do you offer any support or counselling
- +services for students? **Yes**
- Do you have an institution wide policy/guidance regarding caring for students following a bereavement? **No**
- +Do your policies or practices exclusively relate to support for students who have lost parents or does your support factor in other forms of bereavement, such as losing a sibling?
- +Can you tell me what special provision you have for offering extensions
- +and academic breaks in study after a bereavement? **This is bespoke to the individual dependant on their circumstances.**
- How much money did you allocate to counselling and support services for bereavement per year **We don't have a specific budget allocated to bereavement services.**
- +If you feel you would like to offer an opinion, would you say your institution feels you are offered enough from the Government in order to support students who have experienced bereavement while studying?

#### Internal use only

#### Section 5 – Declaration

Response to Freedom of Information Request approved by:

Name of Derby College representative: Cheryl Tacchi	Date: 08/07/19
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Executive or Director authorisation (if required)

Name: Helen Jefferson	Date: 08/07/19
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