

Access To Information Mavisbank School

Open Access

Users of the service i.e. parents and carers can access relevant documentation (buildings, management, staff records, finance, children's records) by making a request to the Head Teacher.

Access To Personal Records

Staff records are held in the school office.

If staff wish to see their record, please make arrangements with Morag McMillan, school clerical assistant, who will be pleased to help.

Reviewed by John Lochrie, Eileen McDonnell Sept 2014.

Date of next review: Sept 2017