

### Buxton Primary School - Trust Public Consultation requirements

Who	What	How many	Delivery
Pupils	Statutory requirement to consult but you decide how	?	Assemblies or School Council in PC period?
Parents and Carers	Intro letter Parent letter Simple booklet Questionnaire	88	Pupils take home Monday Jan 10th
Staff Teaching and Non Teaching	Intro letter Staff letter Simple booklet, Booklets 1 & 2 Questionnaire	23	Internal post Monday Jan 10th
Other consultees	Consultee letter Simple booklet Questionnaire	20?	Post Friday 7 <sup>th</sup> Jan
Trade Unions	TU letter	5?	Post Friday 7 <sup>th</sup> Jan
Any of above (on request)	Booklet 1 Booklet 2	10? 10?	By post or by hand on request
Governors	All docs	15?	Email on ?? When proof read and agreed
Website	All docs	1	On website by Friday 7 <sup>th</sup> Jan