

## **REQUESTS FOR INFORMATION BY PUPILS**

Various bodies, including the London embassies of foreign powers, have sometimes been embarrassed by the receipt of large numbers of letters from school pupils requesting information they require in the preparation of projects forming part of examination or other courses.

Where such an approach seem necessary, a single letter of enquiry on behalf of a group or class of pupils, which the body concerned can deal with in a single reply, is preferable to a number of individual requests for information. It is also desirable that some thought should be given to the form of the letter, and that pupils should be encouraged to express their requests courteously and to consider the nature and extent of the information which the recipients of their letters may reasonably be expected to provide. It is clearly not reasonable to make demands on outside bodies which will involve them in protracted enquiry and research. A smaller, but not unimportant point is that the enclosure of a stamped and addressed envelope for a reply would probably be appreciated by the body of whom the enquiry is made.