



Ladygrove Park Primary School

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FREEDOM OF INFORMATION POLICY

GENERAL

1. The Freedom of Information (FOI) Act 2000 came into force fully on 1 January 2005. As a public authority, Ladygrove Park Primary School has two main obligations under the FOI Act:
 - a. The school will provide a 'Publication Scheme'. This is a guide to the information it holds and which it makes routinely available to the public.
 - b. The school must deal with 'individual requests for information'. Individuals already have the right to access their personal data, held by the school, under the Data Protection Act 1998. See the Oxfordshire County Council Data Protection Policy for more information.

AIM

2. The aim of this FOI policy is to provide a framework within which Ladygrove Park Primary School will ensure compliance with the requirements of the FOI Act. The policy will guide the specific operational procedures and activities connected with the implementation of the FOI Act.
3. For advice about applying FOI procedures, please contact the Headteacher.

PRINCIPLES

4. This FOI Policy applies to all staff and governors of the school.
5. The FOI policy applies to all recorded information the school holds, including any information that is created, received and maintained by staff and governors in the course of their work. Information can be held in a number of different media including paper, electronic, audio and video.

DEALING WITH REQUESTS UNDER THE FOI ACT

6. The school undertakes to offer advice and assistance to any person wishing to make a request for information. The school is committed to completing information requests within the statutory timescale of 20 working days and sooner wherever possible. In certain circumstances this timescale may be extended. Repeated or vexatious requests for information will be refused. The school will maintain its commitment to openness, scrutiny and the public interest while claiming exemptions where appropriate:
 - a. The school will have in place an appropriate procedure for measuring the public interest when considering an exemption which requires such a test.
 - b. Any request in writing for recorded information will be considered a Freedom of Information request. There is no need for requests to indicate that they are made under the FOI Act and all such requests will be dealt with under this policy.
 - c. The school may refuse requests where the cost of the supply of the information would exceed the appropriate limit in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. This limit is currently £450.
 - d. Where the school requires clarification of a request or a fee before providing the information, it will inform the requester in writing. The requester will be given three months in which to provide the clarification or fee. This date will be communicated to the requester.

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- e. Where a request is for environmental information the school will apply the Environmental Information Regulations (EIR) 2004 as appropriate. Under the EIR it is possible to make a verbal request.
- f. Where the school does not hold the information being requested but another organisation does, the school will advise the requester to contact that other organisation. Wherever possible, the school will provide up to date contact details for that organisation.
- g. Where the information being requested is held by the school but was created by a third party, the school will make every reasonable effort to contact that third party to determine if they object to release.

COMPLAINTS AND REVIEW OF REQUESTS

- 7. Where a requester complains about, or requests a review of, the response to their information request, a review will be undertaken by a senior member of staff who was not involved in making the original decision. The request for a review will be acknowledged within 5 working days of receipt and a full response provided within 20 working days, beginning the day following receipt, in accordance with guidance from the Information Commissioner's Office.
 - a. Following the initial review of the request, if the requester remains dissatisfied, they will be directed to the Information Commissioner's Office.
 - b. The school will accept a complaint or request for review in relation to an information request no more than six months after the date the response was originally sent.

ADOPTING AND MAINTAINING THE SCHOOL PUBLICATION SCHEME

- 8. In accordance with Section 19 of the FOI Act, the school maintains a Publication Scheme. The content of the Ladygrove Park Primary School Publication Scheme is the school's website.

RESPONSIBILITIES

- 9. All staff and governors who hold or process information covered by the FOI Act are responsible for complying with this policy, irrespective of whether information is released or not. School staff and governors are also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post. The Headteacher will ensure that compliance is met.
- 10. Complaints regarding the use of this policy should be directed to the Headteacher.

COMPLIANCE

- 11. This policy complies with Article 8 of the European Convention on Human Rights.
- 12. Personal data processed as a result of this policy will be managed in accordance with the provisions of the Data Protection Act 1998.
- 13. Copies of this policy are available online at the school website.

MONITORING AND REVIEW

- 14. To ensure this policy remains compliant and meets the needs of the school, it will be reviewed every three years.

