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Freedom of Information Statement

Approved By: Headteacher

Written By: Unknown

Sourced From: Unknown

Limpsfield CofE Infant School – Achieving together in God's light

St Mary's CofE Primary School - Confidently Me Belonging Together Challenged to Contribute

Freedom of Information Statement

The Freedom of Information Act is part of a group of policies aimed to modernise government and ensure decision-making is more open and accountable. This document explains the act, how we will respond to requests for information and what to do if you are not happy with our response.

What is the Freedom of Information Act 2000?

It's an act of Parliament that;

- Gives you a right of access to information held by public authorities, such as the police and your local council
- Explains any situations where you won't have the right to access information
- Is fully retrospective - it covers any information we already hold
- Gives public authorities a number of duties

The Information Commissioner's Office is responsible for making sure that public authorities fulfil the duties given to them by the act. The Information Commissioner's Office website gives more detailed information on the act

What information is available?

Any information we hold is eligible for release, but some information needs to be kept confidential. We can only refuse a request if;

- We don't have the information
- The information falls under one of the exemptions described in the act, in which case we will explain in our reply which exemption we think applies
- It will cost us more than £450 to find and extract the information you've asked for
- The request is vexatious or repeated

There is information on exemptions on the Information Commissioner's website

How do I get the information I am looking for?

A lot of information about our school is already available, and much of it is on our website. Any information not available through our website can be requested by contacting us directly in writing (which includes emails). The request must tell us your name and a **return postal or email address** (*not a reply link*) and must explain clearly what information you want. Please provide as full a description as possible of the information you require and make the information as specific as possible. If your request is too broad we may ask you to clarify it which means it will take longer to get the information. Also please be clear about the format you would prefer to receive the information in, for example, by e-mail or as a paper copy.

Send your request to the Freedom of Information Officer at the school address or email address published on the school website (under “Contact Us”).

How many requests can I make?

There is no limit, providing each request is different. If you make repeated requests for the same information or are obviously trying to disrupt our work, we reserve the right to refuse requests. There is information on vexatious and repeated requests on the Information Commissioner's website.

How does the school handle my request?

We have 20 working days (working days are limited to school term-time dates) in which to respond to your request. We will consider your request and reply, explaining whether or not we hold the information, and either providing the information or explaining why we have not provided it. If an exemption applies to some of the information in a file or document, we'll release as much of the rest as possible. If we don't understand your request, we will contact you to discuss what it is that you want. We will supply the information in the format you've requested, unless this is unreasonable.

We must inform you in writing if there is a fee for your request - see the answer to 'is there a charge?' which explains when we may charge you. If a fee is payable, the time limit of 20 days is put on hold until payment of the fee is received. If the fee is not paid within 3 months your request will lapse.

Some of the exemptions require the Council to consider whether it is in the public interest to withhold information, in which case we may need more time to decide whether the exemption applies. If this happens we will give you an estimate of when we will reach a decision.

There is information on the public interest test and on the exemptions on the Information Commissioner's website.

Can I ask for information in any format?

You can ask for the information in any format, for example, a paper or electronic copy of the documents that the information comes from, to arrange a visit to inspect the documents in person, or a summary of the information. We will then take into account the cost of supplying the information in this form when we decide whether to comply with your preference.

Is there a charge?

Most of the information available through the school website is free, but if there is a charge you will need to pay this before we supply the information.

If you're asking for information not readily available, many requests will be free because we will be able to quickly find the information and email or post you copies, although we may charge for the cost of sending the information to you (disbursements e.g. photocopying, printing and posting) if the total of those costs amount to more than £20.

Disbursements are currently based on the following rates but we reserve the right to review these from time to time;

- Photocopies
    - A4 Black and White 10p per sheet
    - A3 Black and White 20p per sheet

- A4 Colour £1 per sheet
- A3 Colour £1.50 per sheet
- A4 10p per sheet

- Prints from a PC
  - A4 Black and White 10p per page
  - A3 Black and White 20p per page
  - A4 Colour £1 per page
  - A3 Colour £1.50 per page
  - Photo quality paper £1.50 per page
- Postage
  - Actual cost of postage
- Other formats
  - CDs or DVDs at 40p each
  - Photographs at £5 each

We will not charge for providing the information in an alternative format if the Disability Discrimination Act applies to you if the information would otherwise be provided free.

If your request was made under the Freedom of Information Act 2000 and involves substantial preparation time that will cost more than £450 (about 2.5 days work) we do not have to supply the information. However we can choose to do so but if we do we can make a reasonable charge.

Similarly if your request was made under the Environmental Regulations 2004 we reserve the right to charge you for supplying that information.

If you refuse to pay a charge, we don't have to supply the information. When calculating the costs of requests we can aggregate the costs of two or more related requests if they are received within 60 working days from persons appearing to be acting in concert or as part of a campaign.