

Date	Review Date	Drawn up by	Committee Approving
Summer 2019	Summer 2021	NC	FGB

St Thomas Becket Catholic Primary School



FREEDOM OF INFORMATION POLICY AND PROCEDURES

St Thomas Becket Catholic Primary School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

Data Gathering and Storage

Information will only be gathered and stored for specified purposes.

In order to be able to respond to requests for information St Thomas Becket will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.

Information held by St Thomas Becket will be regularly reviewed with a view to archiving or destruction, where appropriate.

Publication Scheme

St Thomas Becket will adopt the appropriate model publication scheme, as recommended by the DfES, Information Commissioner and approved by school governors. The current recommended model schemes can be viewed via the Information Commissioner's website.

The classes of information that we undertake to make available are organised into the following areas:

- School Prospectus – information published in the school prospectus.
- Governors' Documents – information published in governing body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school - information about policies that relate to the school in general.

We will comply with:

- The terms of the Freedom of Information Act 2000, and any subsequent relevant legislation, to ensure all information held by the school is treated in a manner that is fair and lawful.

Please note:

- This policy should be used in conjunction with St Thomas Becket catholic Primary School's Internet Use Policy and Data Protection Policy.
- Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge. Please check the school office or on our website at www.thomasbecket.croydon.sch.uk

- We will normally confirm within 5 working* days whether or not we hold the information you request and, if we do, we will provide it within 20 working* days. ***Please note: Working days refers to term time only**
- Your request must be in writing (letter, email or fax) to ensure that we have a clear statement of what is requested.
- In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.
- If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at: The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AFTelephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday
Fax 01625 524510
Email mail@ico.gsi.gov.uk*protected email*
- Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See '**Charges**' below).
- If we intend to charge for the provision of information, we will tell you in advance what the charge will be) and will provide the information when we receive payment (cash or cheque). The time allowed for us to provide the information (20 working* days) does not include the period between the issuing of the fees and the receipt of the payment.
- We may be unable to provide the information you request for any for the following reasons:
 - We do not hold the information
 - We are applying an exemption to the disclosure

- It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).
- If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.
- The School will seek advice from the Local Authority as necessary to clarify any points or to help resolve any disputes over information requests.

CHARGES

The general charge for photocopying, printing and faxing or emailing information as an attachment is *10p* per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, video or audio cassette;
- translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.