



# Freedom of Information Policy

*Maximum Effort for Maximum Achievement*

1. We are committed to openness and transparency in the provision of information to all persons or organisations who request it.
2. We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000 and Data Protection Act 2018:
  - i. Copies of reference documents, such as policy statements and procedural guidance will usually be provided free of charge. For documents longer than five pages a nominal fee to cover costs will be requested. Some publications are available on our website: [www.buttsbury-jun.essex.sch.uk](http://www.buttsbury-jun.essex.sch.uk) and details of what information is available and where are at **Annex A**.
  - ii. We will normally confirm within five school days whether or not we hold the information you request and will either provide it promptly or within the 20 school days required by the Freedom of Information Act, within the 40 school days as required by Data Protection Act.
  - iii. Where a request for information is made in person or over the telephone, and is reasonably straightforward, we will respond without formality. In more complex cases we will ask you to put the request in writing (letter, email or fax) to ensure that we have clear statement of what is requested.
  - iv. Where appropriate, we will provide information in redacted (that is, edited) form, in line with any exemptions that we wish to apply under the legislation.

*Example: You ask for a document that includes details of other children besides your own. We agree to provide the document with references to other children edited out.*

3. If you do not accept our reasons for declining to disclose information requested you should write to the Chair of Governors, c/o the School in the first instance. If you are not happy with his/her response, you may wish to contact the Information Commissioner.
4. Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution  
**Information Commissioner's Office**  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

5. Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation such as the Disability Discrimination Act.
6. If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive the payment (cash or cheque).
7. The time allowed for us to provide the information – 20 or 40 days (see 2 above) - does not include the period between the issuing of the fees notice and the receipt of the payment.

8. We may be unable to provide the information you request for any of the following reasons:
- We do not hold the information
  - We are applying an exemption to the disclosure
  - information (this figure is set by government)
9. If we are unable to comply with your request, we will take all reasonable steps to advise you as to how you might obtain the information elsewhere or in a different way to keep down the costs.

### **Responsibilities**

10. The Governing Body has delegated the day-to-day responsibility for compliance with the Freedom of Information Act to the Head Teacher

### **Charges**

11. The fee for photocopying, printing and faxing is 10p per sheet. Postage costs 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 to provide the information. This figure is set by Government.
12. In the vast majority of cases the costs will be under £450 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
13. We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.
14. Where we estimate that the cost of meeting a request is likely to be over £450, and we agree to provide the information, we will apply the same kinds of charges but in addition we will charge for staff time at £25 per hour. If staff time is costed at less than £5, we will waive that part of the fee.

### **Requests for personal information (subject access requests)**

15. Most requests for personal information are about children's records and can be responded to promptly. They are called 'Subject Access Requests'. In more complex cases we may need more time but are still required by law to respond in full within 40 school days. Please see the school's Subject Access Request policy for further details.
16. Schools can charge up to a maximum of £50 for responding to a subject access request but we will only do so where the cost is over £5, in which case we will charge 10p per sheet for photocopying, printing or faxing up to the £50 maximum.

### **Further sources of guidance**

17. The Freedom of Information Act is available at: [www.ico.gov.uk](http://www.ico.gov.uk)
18. Further advice on how the Freedom of Information Act applies to Academies is at: <http://media.education.gov.uk/assets/files/pdf/f/foi%20-%20a%20guide%20for%20academies.pdf>

### **Monitoring and Review**

Policy Date: February 2019

Review Date: February 2022

## Annex 1

### Guide to information available from Buttsbury Junior School under the Freedom of Information publication scheme

Information to be published	How the information can be obtained
<p><b>Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p><a href="http://www.buttsbury-jun.essex.sch.uk/index.html">http://www.buttsbury-jun.essex.sch.uk/index.html</a></p>
<p>Academy Funding Agreement – a link to the document on the Department for Education’s website</p>	<p><a href="http://www.buttsbury-jun.essex.sch.uk/schooldocuments/AS_Funding%20Agreement%20FINAL%202_.pdf">http://www.buttsbury-jun.essex.sch.uk/schooldocuments/AS_Funding%20Agreement%20FINAL%202_.pdf</a></p>
<p>School staff and structure – names of key personnel</p> <p>Governing body – names and contact details of the governors and the basis of their appointment</p>	<p><a href="http://www.buttsbury-jun.essex.sch.uk/index.html">http://www.buttsbury-jun.essex.sch.uk/index.html</a></p>
School session times, term dates and holidays	
Location and contact information – address, telephone number and website	
Contact details for the Principal and the Governing Body	
School Prospectus and last Ofsted report	
School Session times and term dates	
Performance results – a link to the data on the Department for Education’s website	<p><a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=136734">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=136734</a></p>
<b>What we spend and how we spend it</b>	(hard copy and/ or website)
<b>What our priorities are and how we are doing</b>	
<b>How we make decisions – details of Governing Body meetings</b>	<p><a href="http://www.buttsbury-jun.essex.sch.uk/governors.html">http://www.buttsbury-jun.essex.sch.uk/governors.html</a></p>
<b>Admissions policy</b>	<p><a href="http://www.buttsbury-jun.essex.sch.uk/keyinfo.html">http://www.buttsbury-jun.essex.sch.uk/keyinfo.html</a></p>
<b>Our policies and procedures</b>	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	<p><a href="http://www.buttsbury-jun.essex.sch.uk/keyinfo.html">http://www.buttsbury-jun.essex.sch.uk/keyinfo.html</a></p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> </ul>	

Information to be published	How the information can be obtained
<ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	
Records management and personal data policies	
Equality and diversity	
<p><b>Charging regimes and policies</b> This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	
<p><b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only</p>	<p><a href="http://www.buttsbury-jun.essex.sch.uk/schoolclubs.html">http://www.buttsbury-jun.essex.sch.uk/schoolclubs.html</a></p>
Extra-curricular activities	
Out of school clubs	
School publications	
Services for which the Academy is entitled to recover a fee, together with those fees	
Leaflets, booklets and newsletters	