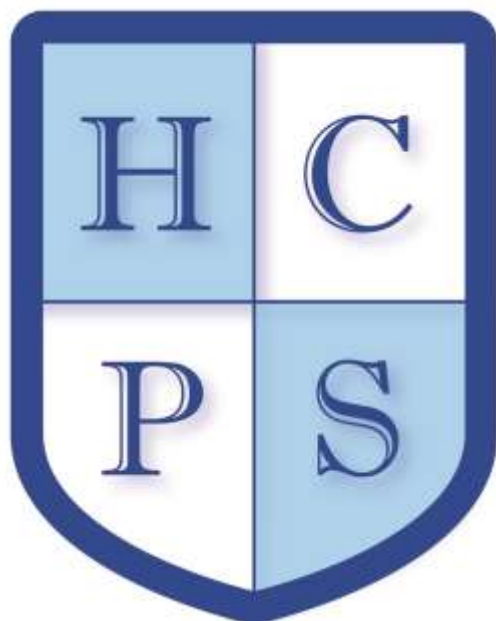


Hunslet Carr Primary School



Freedom of Information Policy

**High Expectations
Caring
Positive attitude
Successful**

Policy reviewed: Nov 2023

To be reviewed: Nov 2025

High Expectations, Caring, Positive Attitudes and Successful



The office blocks of Leeds are visible from our classrooms and it is our belief and desire that children from Hunslet Carr Primary School should be able to grow up and be successful within their own city. We want our children to aspire to be the lawyers, doctors and professionals that work in our city every day and to give them experiences to inspire their self-belief.

The key to ensuring our children succeed, both while pupils at the school and in the future, is having a caring stimulating and stable environment in which to enjoy their early years. We work hard to ensure the school allows our pupils to grow in to happy, caring members of the community.



What does Impossible is Nothing means to us?

Impossible is Nothing means you can achieve anything when you are resilient and you persevere.

Background

Our school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

This policy will be reviewed as required so that it reflects the most up to date guidance within the General Data Protection Regulations (GDPR).

Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

Access to personal information (information from which a living individual can be identified) is now governed under GDPR. Requests for access to such information will be governed in line with the requirements of this legislation.

Dealing with Requests

The school will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means a response will be made no more than 20 school days from the date of request. This will be extended in specific circumstances on legal advice about the Public Interest test.

Repeated or vexatious requests for information will be refused. The school will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest.

The school will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test.

Any request in writing will be considered a Freedom of Information Request including those received by email and fax. There is no need for requests to indicate they are made under the Act and all requests will be dealt with under this policy.

The school reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450). School recognises requests for environmental information may be made over the telephone and that different exemptions apply.

Adopting and Maintaining Publication Schemes

The school has adopted a Publication Scheme in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant.

The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for. Material contained within the Publication Scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the scheme. The scheme can be accessed in school on request.

School staff will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act 1998

The school is under a legal duty to protect personal data under the Data Protection Act 1998. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils.

Responsibilities

The school has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Headteacher.

Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure any request for information they receive is dealt with under the Act and in compliance with this policy.

They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

Contact Details

For advice and assistance please contact Lynne Smith in the school office.

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at:

www.informationcommissioner.gov.uk