

## **Freedom of Information Policy and Publication**

### **What is the Freedom of Information Act?**

**The Freedom of Information (FOI) Act** entitles anybody to ask a public authority in England, Wales or Northern Ireland, including government departments, for any recorded information that they keep. The act gives us all greater access to information about how decisions are taken in government and how public services are developed and delivered, and operates alongside the Data Protection Act

### **How do I ask for information?**

Requests for information can be made in a number of ways.

The Information Commissioner's Office (ICO) is an independent body that enforces the Freedom of Information Act , the Data Protection Act and the Environmental Information Regulations, and you might find the information on their website useful.

### **What type of information can I ask to have?**

You can ask to have any information that is already held in recorded form. However, the act doesn't cover information that's in someone's head. We don't have to create new information in order to respond to a request, or find the answer to a question from staff who may happen to know it.

### **Can my request be declined?**

We'll provide you with the information unless there's a good reason for not doing so - for example if your request relates to the personal details of another person. If we decline your request, we'll let you know why we made this decision. If you don't agree, you can ask us to reconsider our decision. If the request is still declined you have the right to apply directly to the information commissioner for a decision.

### **What format can I request information to be in?**

You can request that your information is supplied in any format (for example paper or electronically), although there may be a charge for some formats.

### **How much will it cost to make a request?**

A lot of information may be supplied free of charge. However, sometimes you may have to pay a fee, either to cover administration costs, or to pay photocopying or postage costs, or because of the expense involved in finding and supplying the information. You'll be told in advance if a fee will apply and we have provided a guide but if there is a significant amount of copying for your request we reserve the right to charge

Please see our document which shows :

Classes of information we publish

The manner in which you can access the information

Whether it is free of charge or requires payment .

### **Our information is generally found in:**

- The prospectus
- Governors' documents
- Pupils and curriculum – this includes policies which relate to pupils and the school curriculum
- School policies and general information

### **How do I request information?**

If you require a paper version of any of the documents within the scheme, the request should be made in writing by e mail or letter giving clear details of the information requested.

Written notice of any fee will be provided to the enquirer before any information is supplied.

Contact details are set out below:

Address: Coalport Rd, Broseley, Shropshire TF125AN

Telephone: 01952 882950

E-mail: [Head@johnwilkinson.shropshire.sch.uk](mailto:Head@johnwilkinson.shropshire.sch.uk)

Web: [www.johnwilkinsonschoo.com](http://www.johnwilkinsonschoo.com)

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed.

This must be in writing and must contain the requestor’s name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

### **Withholding Information**

The FOI Act contains exemptions whereby information can be withheld. The school will consider this, under advice, when a request is made and respond accordingly.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

### **6. Paying for Information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise.

If the Publication Scheme request or FOI request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

Payment may be requested prior to provision of the information.

### **7. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint regarding information you have received or been refused then initially this should be addressed to the Head teacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner’s Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at: The Case Reception Unit Customer Service Team Information Commissioner’s Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Enquiry/Information Line: 01625 545 700