



**Hartford Primary School**

# **Freedom of Information Policy**

**Updated: 22<sup>nd</sup> March 2018**

**To be reviewed: 22<sup>nd</sup> March 2020**

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**Signature of Headteacher:**

**Signature of Chair of Governors:**

## HARTFORD PRIMARY SCHOOL Freedom of Information Policy

[View the ICO Freedom of Information Publication Scheme](#)

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner

### **What information can I request?**

Under the FOIA you can request access to some recorded information held by the school.

The FOIA is not intended as a way to obtain information that is routinely available, or for general enquiries, advice or guidance. Please check our website to find out whether the information you want to see is already available; or if you have a general enquiry, please email:

[admin@hartfordprimary.cheshire.sch.uk](mailto:admin@hartfordprimary.cheshire.sch.uk)

### **How do I make a Freedom of Information request?**

You can make a FIO request by writing to: The Headteacher, Hartford Primary School, Riddings lane, Hartford, Northwich, CW8 1NA. Your request should include your name and an address for our response (this can be an e-mail address). Please specify clearly what information you would like to access.

Unfortunately, you cannot make an FOI request over the telephone.

### **When will I receive the information I have asked for?**

Once we have received your request, and if we hold the information requested and there is no reason why we are unable to comply with your request (e.g., an exemption is engaged), we will send you the information within 20 working days (excluding school and public holidays), as required under the Freedom of Information Act.

### **How to Complain**

If you are dissatisfied with our response or the way your request has been dealt with, you can contact the school to ask for a review.

If you are still dissatisfied, you may ask the ICO to consider your complaint. Please click on the link below for further information on how you can request the ICO to investigate your complaint. Please note that you must first exhaust your right of appeal through the school review procedure before approaching the ICO.

Visit <http://www.ico.org.uk/complaints>.

### **Further Information**

For more information about the Freedom of Information Act, including information about exemptions, please use the following link to the Equal opportunities Information Commissioner's Office website: <http://www.ico.org.uk/>