

Staff Member Responsible:	NEL
Date Written/Issue Number:	October 2012/v3
Policy Review Date:	Feb 2024
Date of Circulation to Staff/Consultation (if applicable):	March 2024
Approved by Governors:	12.03.24
Date of Next Review:	Feb 2027
Required on Website:	Yes



THE GILBERD SCHOOL

Freedom of Information - Access Policy

Revision Details	
February 24	Removal of Subject Access Request information as covered in Data Protection Policy

Provision of Information

We are committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000 and General Data Protection Regulations 2018.

1. Freedom of Information (FOI) requests should be referred in the first instance to the Headteacher, who may allocate another individual to deal with the request.
2. We will respond within 20 working days of the date of receipt of the request. For schools, a “working day” is one in which pupils are in attendance, subject to an absolute maximum of 60 calendar days to respond.
3. 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.
4. 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.

5. If you do not accept our reasons for declining to disclose information requested you should write to the Chair of Governors, c/o The Gilbert School in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioners Office.

6. 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 Publication Scheme, which is itself available from the school office and the school website. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation such as the Disability Discrimination Act.
7. 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).
8. The time allowed for us to provide the information – (see 2 above) – does not include the period between the issuing of the fees' notice and the receipt of the payment.
9. 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
 - It would cost the school more than £450 to provide the information (this figure is set by government)

If we are unable to comply with your request, 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 down the costs.

Charges

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.

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 or USB drive.
- Translating the information into a different language

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

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.