



**Churchdown School Academy**

ACHIEVING SUCCESS FOR ALL

## Freedom of Information Policy

### Churchdown School Mission Statement

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one, where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by the values of integrity, resilience, respect, ambition and tolerance. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

### Procedure

1. Requests for Information must:

- Be in writing. Any legible format is acceptable, including e-mail.
- Include the applicant's contact details.
- Describe the information required.

2. There are circumstances when the school is not obliged to provide information. There are four reasons for not complying with a request for information:

- One or more of the exemptions (see the FOIA for details) apply. These exemptions are intended to protect sensitive or confidential information.
- The information is not held.
- The cost threshold is reached (£450).
- The request is considered vexatious.

3. The school will comply with requests for information under FOI in 20 working days. If there is a charge the 20 working days will commence when payment has been received.

4. A Lead Officer has been appointed by the school and is responsible for collecting, preparing, sending, recording and dealing with follow-up correspondence for each request.

5. The school will ensure that all staff are aware of their obligations under FOI and know who their Lead Officer is.

6. The following charges will apply:

- A £25 charge per hour will be used to calculate the staff costs of answering requests.
- A charge will be made for photocopying or printing (at 10p a sheet), and first class postage.
- Any costs required to satisfy a FOI request that is estimated to be under £10 will not be charged.

7. Payment is required before the work is started.

When this policy was reviewed, an equality impact assessment was conducted to ensure any changes did not have an adverse effect under the terms of the Equality Act 2010. Should you have any comments regarding this policy, please contact the school.