Freedom of Information Policy

Introduction

Horningsham Primary School is committed to transparency and accountability in line with the Freedom of Information Act 2000 (FOIA). As a public authority, we proactively publish information following the Information Commissioner's Office (ICO) Model Publication Scheme. This policy outlines our approach to managing FOI requests and ensuring compliance.

Commitment to Openness

We have adopted the ICO's Model Publication Scheme ([Link](#)) to provide public access to key information, including policies, procedures, minutes, and financial records. This scheme ensures that our information remains accessible and supports our commitment to openness.

Scope

This policy applies to all recorded information the school holds, including emails, reports, and meeting minutes, whether stored digitally or physically. It covers FOI requests from individuals and organisations, except where legal exemptions apply.

Legal Framework & Related Policies

This policy aligns with:

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Pupil Information) (England) Regulations 2005

Related policies include:

- Data Protection Policy
- Records Management Policy
- Subject Access Request (SAR) Policy

Roles and Responsibilities

- **Headteacher** – Ensures compliance with the FOI Act.
- **Data Protection Officer (DPO)** – Advises on FOI matters and best practices.
- **Admin and Finance Officer** – Process FOI requests and maintain records.
- **All Staff** – Must recognise and escalate FOI requests appropriately.

FOI Policy Statement

Horningsham Primary School will:

1. Maintain a **Publication Scheme** outlining routinely published information.
2. Respond to **FOI requests within statutory deadlines** (20 school days or 60 working days, whichever is shorter).
3. Apply **exemptions** where necessary, such as for personal data or legally privileged material.
4. Charge fees **only when applicable**, following FOI regulations.
5. Ensure compliance with **UK GDPR**, assessing requests to prevent data breaches.

6. Provide **staff training** on handling FOI requests.
7. **Log and monitor** FOI requests to maintain transparency.

Classes of Information Published

We publish information under the ICO's Model Publication Scheme in categories such as:

- **Who We Are and What We Do** – Organisational structure and contacts.
- **Financial Information** – Income, expenditure, contracts, and audits.
- **Decision-Making Processes** – Meeting minutes and strategic plans.
- **Policies and Procedures** – Guidelines for school operations.
- **Services Offered** – Information for parents and the community.

Accessing Information

Most information is available on our website. If you require information in a different format or cannot locate it, please contact us via:

- **Email**: admin@horningsham.wilts.sch.uk
- **Telephone**: 01985 84342

We will respond to requests within **20 working days**, as per FOIA requirements. Please note that we close for school holidays.

Charges

We aim to provide the most information free of charge. Where applicable, we may charge for photocopying, postage, or other disbursements.

Policy Review and Staff Training

This policy is regularly reviewed to reflect legislative changes. Staff receive training on FOI compliance, and the Publication Scheme is updated periodically to ensure relevance.

Feedback and Complaints

We welcome feedback on this policy and our publication scheme. Complaints should be directed to the school using the contact details above.

If unresolved, you may contact the **Information Commissioner's Office (ICO)**:

- **Website**: https://ico.org.uk/
- **Telephone**: 0303 123 1113
- **Address**: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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