



St John's Church of England Primary School

# **Freedom of Information Policy and Procedures**

**Date Approved:**

**Spring 2022**

**Headteacher:**

**Mrs Samantha Da Costa**

**Chair of Governors:**

**Mr Robin Davis**

**Review Date:**

**Spring 2023**

**Love, Respect, Value**

St John's Church of England Primary School is committed to high expectations for all and to embracing equality.

St John's Church of England Primary School is 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:

- Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme which is available from the school office or on our website at <https://watfordstjohns.org>
- Your request must be in writing (letter or email) to ensure that we have a clear statement of what is requested. You must give your real name and provide an address (postal or email) to which we can reply. In order for us to respond to your request in a timely manner, it would be beneficial if your letter or email is marked 'FOIA request'.
- We will respond within 20 working\* days, either supplying the information requested or confirming that we do not have or cannot supply the information requested. **\*Please note: Working days refers to term time only as contained in Statutory Instrument 3364.**
- In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.
- If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:
  - The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF
- Helpline: 0303 123 1113 (local rate) or 01625 545745 if you prefer to use a national rate number.  
Fax 01625 524510  
Textphone Service 01625 545860  
Email [casework@ico.org.uk](mailto:casework@ico.org.uk)
- Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage/redaction of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See '**Charges**' below).
- 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 payment (cash or cheque). The time allowed for us to provide the information (20 working\* days) does not include the period between the issuing of the fees notice and the receipt of the payment.
- We may be unable to provide the information you request for any for the following

reasons:

- We do not hold the information
  - We are applying an exemption to the disclosure
  - It would cost the School more than £450.00 to provide the information (this figure is set by the Government and is based on the work exceeding 18 staff hours to gather the information).
- If we are unable to provide the information 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 the cost down.

#### **CHARGES**

The general charge for photocopying, printing or scanning information to email as an attachment is *10p* per sheet. Postage charges will be at the appropriate rate. Should information require redaction, the costs for physical redaction i.e. black tape/ink will be charged at cost. Staff hours involved in redaction may be charged at a flat fee of £25 per hour as per regulation 7(5).

If the cost to the school is more than £450.00, we may be unable to provide the information requested. If the decision is taken that it is possible to comply with the request, even though it exceeds £450, additional charges would apply and payment would be requested before the work was undertaken. In the vast majority of cases the cost will be under £450.00. We will then not charge for staff hours, but would charge for the work undertaken to communicate it to you i.e. photocopying, postage, redaction etc.

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, video or audio cassette
- translating the information into a different language

We will not normally charge for providing information in an alternative format where there is a statutory obligation to do so.