



# Willenhall Community Primary School

## Freedom of Information Policy

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Willenhall Community 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 on our website at [www.willenhallprimary.org](http://www.willenhallprimary.org)
- We will normally confirm within 5 working<sup>1</sup> days whether or not we hold the information you request and, if we do, we will provide it within 20 working\* days.
- Your request must be in writing (letter, email or fax) to ensure that we have a clear statement of what is requested.
- 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 Government and is based on the work exceeding 18.5 man 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.
- The School will seek advice from the Local Authority as necessary to clarify any points or to help resolve any disputes over information requests.
- Appendix 1 provides a guide to information available from the School under the ICO model publication scheme.

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<sup>1</sup> Working days refers to term time only as contained in Statutory Instrument 3364

## 1. Charges

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 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.

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<sup>2</sup>) does not include the period between the issuing of the fees notice and the receipt of the payment.

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet. Postage charges 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 £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 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 video;
- translating the information into a different language.

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

## 2. Classes of Information

### 2.1. Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

### 2.2. What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

### 2.3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

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<sup>2</sup> Working days refers to term time only as contained in Statutory Instrument 3364

**2.4. How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**2.5. Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**2.6. Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**2.7. The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases.

**3. Exclusions, Exemptions and Special Arrangements**

In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

The classes of information will not generally include:

- Information which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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 Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday

Fax: 01625 524510

Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk) (protected email)

In exceptional circumstances some information may be available only by viewing

in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.

#### **4. Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

#### **5. Appendix 1 – ICO guide to School information**



ICO guide to  
information.pdf