



## Freedom of Information Policy

<b>Approved by:</b>	M Peters	<b>Date:</b> Jan 26
<b>Last reviewed on:</b>	Jan 26	
<b>Next review due by:</b>	Jan 2029	

## 1. Introduction

Roundwood Primary School is committed to openness and transparency. This policy explains how we meet our responsibilities under the Freedom of Information legislation and how members of the public can request information from the school.

## 2. Aims

The school aims to:

- Promote transparency and accountability
- Provide access to information held by the school where possible
- Ensure requests for information are handled fairly, consistently, and within statutory timescales
- Protect personal data and confidential information

## 3. Scope

This policy applies to:

- All recorded information held by the school, including paper records, emails, and electronic files
- Requests made by any individual or organisation

This policy does **not** apply to:

- Requests for personal data about an individual (these are handled under Data Protection legislation)
- Routine requests for information already publicly available (e.g. on the school website)

## 4. Publication Scheme

The school maintains a **Publication Scheme**, which sets out information that is routinely made available to the public, such as:

- School policies
- Curriculum information
- Financial information
- Governance arrangements

The Publication Scheme is available on the school website or from the school office.

## 5. Making a Freedom of Information Request

Requests must:

- Be made in writing (including email)
- State the name of the requester
- Clearly describe the information requested

Requests can be sent to:

### **Headteacher / School Office**

Roundwood Primary School, Church Street, Gawcott, Buckingham. MK18 4HY

Email: [office@roundwood.bucks.sch.uk](mailto:office@roundwood.bucks.sch.uk)

There is no requirement for the requester to explain why they want the information.

## 6. Responding to Requests

The school will:

- Acknowledge requests promptly
- Respond within **20 school days**
- Provide the information requested unless an exemption applies
- Explain any refusal clearly, citing the relevant exemption

## 7. Exemptions

Some information may be withheld if:

- It contains personal data
- Disclosure would prejudice safeguarding, security, or commercial interests
- The request is vexatious or repeated
- The cost of compliance exceeds the statutory limit

Where possible, the school will provide partial information.

## 8. Charges

Most requests are free of charge.

The school may charge for:

- Photocopying
- Printing
- Postage

Any charges will be communicated in advance.

## 9. Complaints and Appeals

If a requester is dissatisfied, they may:

1. Request an internal review by the Headteacher or Governing Body
2. If still dissatisfied, contact the Information Commissioner's Office (ICO)

## 10. Roles and Responsibilities

- **Governing Body:** Ensures compliance with FOI legislation
- **Headteacher:** Overall responsibility for FOI compliance
- **Staff:** Assist with locating and providing information

## 11. Monitoring and Review

This policy will be reviewed every **3 years** or sooner if legislation changes.

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