



## Southcote Primary School

### Freedom of Information Policy

Southcote Primary School is committed to complying with and implementing the provision of the Freedom of Information Act (2000) and related legislation (referred to as FOIA in the rest of this document).

Under the FOIA, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

#### **Scope**

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The information that the school routinely makes available to the public is shown in the publication scheme. Requests for other information should be dealt with in accordance with the statutory guidelines. While the FOIA assumes openness, it recognises that certain information is sensitive and there are exemptions in place to protect such information.

It should be noted that access to personal information is governed by the Data Protection Act 1998. Requests for such information will be dealt with in line with the requirements of this specific legislation.

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future.

#### **Relationship with the Data Protection Act 1998**

Southcote Primary School is under a legal duty to protect personal data under the Data Protection Act 1998. We will carefully consider our responsibilities under this Act, before releasing personal information.

#### **Responsibilities**

Southcote Primary School has a responsibility to make information available in accordance with the FOIA. Responsibility for compliance with this and related

policies rests with the Governing Body, who will delegate those responsibilities to the Headteacher.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures relevant to their role.

### **Dealing With Requests**

Requests under the FOIA can be addressed to anyone in the school; the school will ensure that all staff are aware of the procedures through publication of this policy. The school will offer advice and assistance to anybody wishing to make a request for information.

If you require a paper version of any of the documents within the scheme, please contact the school in writing or via email. Once we receive a request, the school will deal with it within 20 working days.

Email: [admin@southcote.reading.sch.uk](mailto:admin@southcote.reading.sch.uk)

Address: Southcote Primary School  
Silchester Road  
Reading  
Berks  
RG30 3EJ

To help us process your request quickly, please clearly mark any correspondence 'Publication Scheme Request'. Your request must include a name and contact address/email.

### **Paying for information**

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or internet café.

If you require paper copies they will be charged at 1p per page black and white or 3p colour as indicated in our FOIA Publication Scheme.

### **Feedback and Complaints**

We welcome comments or suggestions you may have about this publication scheme.

If you wish to make a complaint please follow the school complaints procedure.

If you are not satisfied with the assistance you get or if we have not been able to resolve your complaint and you feel a formal complaint needs to be raised then this should be addressed to the Information Commissioner's Office. This organisation ensures compliance with the FOIA and deals with formal complaints.

They can be contacted at:

Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

or

Enquiry/Information Line: 0303 123 1113 (local rate) 01625 545 745 (national rate)

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [ico.org.uk](http://ico.org.uk)

### **Adopting and Maintaining the Publication Scheme**

Southcote Primary School has adopted the Model Publication Scheme approved by the Information Commissioner; and is committed to updating and maintaining it to ensure it is kept current and relevant. The Governing Body is responsible for the maintenance of this scheme.

Material contained within the publication scheme, and the Publication Scheme itself, will be readily available from the school office. It will also be published on our school website. School staff will give advice and assistance on how to use the Scheme as appropriate.

Signed	L Telling	Executive Headteacher
Date	Summer 2016	
Ratified by Governors	Summer 2016	
Review Date	Summer 2018	