

Freedom of Information Act Policy

The Kennet Federation 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).

The FOIA provides public access to information held by public authorities:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities

Under the FOIA, any person has a legal right to ask for access to information held by the Federation. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions. The act does not give people access to their own personal data - to access this, a person would need to make a data protection Subject Access Request.

Scope

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner - <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> .

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 2018. 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 2018

The Kennet Federation is under a legal duty to protect personal data under the Data Protection Act 2018. We will carefully consider our responsibilities under this Act, before releasing personal information.

Responsibilities

The Kennet Federation 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 Executive 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 at the Federation; the Federation will ensure that all staff are aware of the procedures through publication of this policy and 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 individual school in writing or via email. Once we receive a request, it will be dealt with within 20 working days.

Katesgrove Primary School

Email: admin@katesgrove.reading.sch.uk

Address: Katesgrove Primary School
Dorothy Street
Reading
Berks
RG1 2NL

Southcote Primary School

Email: 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 your name and contact address/email.

Paying for information

Information published on the school websites is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our websites 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 Federation 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
Website: ico.org.uk

Adopting and Maintaining the PublicationScheme

The Kennet Federation 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 websites. Federation staff will give advice and assistance on how to use the scheme as appropriate.

Signed	L Miller	Chair of Governors
Ratified by Governors	15 July 2020	
Review Date	Summer 2023	