

1. Requests for Information must:

- Be in writing. Any legible format is acceptable, including e-mail.
- Include the applicant's contact details.
- Describe the information required.

2. There are circumstances when the school is not obliged to provide information. There are four reasons for not complying with a request for information:

- One or more of the exemptions (see the FOIA for details) apply. These exemptions are intended to protect sensitive or confidential information.
- The information is not held.
- The cost threshold is reached (£450).
- The request is considered vexatious.

3. The school will comply with requests for information under FOI in 20 working days. If there is a charge the 20 working days will commence when payment has been received.

4. A Lead Officer has been appointed by the school and is responsible for collecting, preparing, sending, recording and dealing with follow-up correspondence for each request.

5. The school will ensure that all staff are aware of their obligations under FOI and know who their Lead Officer is.

6. The following charges will apply:

- A £25 charge per hour will be used to calculate the staff costs of answering requests.
- A charge will be made for photocopying or printing (at 10p a sheet), and first class postage.
- Any costs required to satisfy a FOI request that is estimated to be under £10 will not be charged.

7. Payment is required before the work is started.

When this policy was reviewed, an equality impact assessment was conducted to ensure any changes did not have an adverse effect under the terms of the Equality Act 2010. Should you have any comments regarding this policy, please contact the school.