



Freedom of Information Policy

Love one another as I have loved you

Policy Type	Policy Number	Prepared By (Job Title) and Date
Statutory		Executive Headteacher
		Spring 2023
Approval Date	Review Frequency	Review Due Date
	3 years	Autumn 2025

Signed on behalf of the Full Governing Body:

G M Kendrick (Chair of Governors) 7th February 2023

1. Introduction – Freedom of Information Act 2000

- 1.1 The FOIA was introduced on 30 November 2000 but came fully into force on 1 January 2005. The act gave new rights of access for the public-to-public bodies recorded information.
- 1.2 The FOIA requires public bodies to action two specific legal obligations:
 - to adopt and maintain a publication scheme setting out details of information that the School will routinely make available and how the information can be obtained;
 - to comply with requests for information.

2. What a publication scheme is and why it has been developed?

- 2.1 One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
 - *The manner in which the information will be published; and*
 - *Whether the information is available free of charge or on payment.*
- 2.2 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.
 - 2.3 Some information which we hold may not be made public, for example personal information.
 - 2.4 Our publication scheme conforms to the model scheme for schools approved by the Information Commissioner, which has been adopted by this school:

[View the ICO's Model Publication Scheme Here](#)

3. Categories of information published

The classes of information that we undertake to make available are organised into seven topic areas:

Class 1 - Who we are and what we do – Organisational information, structures, locations and contacts

Class 2 – What we spend and how we spend it – financial information

Class 3 - What our priorities are and how we are doing- strategies, plans, performance indicators, audits, inspections and reviews.

Class 4 – how we make decisions

Class 5 – Our Policies and Procedures - Current written protocols, policies and procedures for delivering our services and responsibilities.

Class 6 – Lists and Registers – Currently maintained lists and registers only (not attendance)

Class 7 – The services we offer – information about the services we offer, including leaflets, newsletters.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Mr Graeme Hawes
Executive Headteacher

The Blessed Edward Campion Federation
Shrewsbury Cathedral Catholic Primary School and Nursery
SY1 2SP
Tel: 01743 351032

St Patrick's Catholic Primary School
TF1 3ER
Tel: 01952 386160

To help us process your request quickly, please clearly mark any correspondence **“FREEDOM OF INFORMATION REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

5. Making/Processing a Request Under FOIA

- 5.1 The school is aware of its obligations in relation to the FOIA and intends to fulfill its legal obligations.
- 5.2 Requests for information must be in writing (letter, email) and must include the name of the person requesting information, an address for correspondence and a description of the information sought. Requests should be sent to:

Mr Graeme Hawes
Executive Headteacher

The Blessed Edward Campion Federation
Shrewsbury Cathedral Catholic Primary School and Nursery
SY1 2SP
Tel: 01743 351032

St Patrick's Catholic Primary School
TF1 3ER
Tel: 01952 386160

Alternatively requests can be emailed to:-
Shrewsbury Cathedral Catholic Primary School and Nursery
Email: admin.cathedral@blessedec.co.uk

St Patrick's Catholic Primary School
Email: admin.stpatricks@blessedec.co.uk

- 5.3 Once we receive your request, we may seek more details from you to establish what information you are requesting. We may also seek advice from Audit & Governance Team or Lead Manager.
- 5.4 If we do not hold the information you have requested, we will confirm this to you and, wherever possible, provide contact details for other public sector bodies that may hold the information you have requested in our response letter.
- 5.5 If we do hold the information, you have requested then we have to assess this to see if any of the exemptions detailed in the FOIA apply, e.g. if by releasing the information requested we would cause a serious health and safety issue we would apply exemption (section) 38 and not provide you with the information. Exemptions can either be 'Absolute' or 'Qualified'. If an exemption is qualified, then we will apply the Public Interest Test to decide if the application of the exemption should be overruled due to public interest.
- 5.6 A requester will receive a response to their request within 20 working days of the day we receive it (if it is received after 3.30pm then it will be 20 working days from the next working day), regardless of whether we do or do not hold the information. In exceptional circumstances we may not be able to meet the 20 working day deadline, if this is the case, we will contact you to let you know when we hope to send the information requested to you.
- 5.7 We will not provide assistance to applicants whose requests are seen to be vexatious or repeated as defined in section 14 of the FOIA. In deciding if a request is either a vexatious or repeated request we will consider guidance from the Information Commissioner's Office.

- 5.8 Right of Appeal - In the response the requester receives they will be given details on how to appeal if they are not satisfied with the information we have/have not supplied. The appeal will be processed by a person independent to the original response process.
- 5.9 Fees/Charges - We are allowed to recover the costs of printing, copying and postage and packing. If we require a fee to be paid, then a fees notice will be sent to the requester. If the fees notice has been sent and the requester is not prepared to pay the fee, we may:
- consider whether any information that may be of interest is available free of charge, or;
 - consider providing an indication of what, if any, information could be provided without a fee being payable, or;
 - consider advising the requester that by refining the request, information may be able to be supplied for a lower fee or at no charge.
- 5.10 The school will provide advice and assistance to people making requests for information. Advice and guidance maybe sought from the Executive Headteacher using the previously stated contact details.

6. Paying for information

Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

7. Feedback and Complaints

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

Please write to: Mr Graeme Hawes, Executive Headteacher

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Tel: 01952 386160

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and

that deals with formal complaints. They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
(Enquiry/Information Line: 01625 545 700)
(E Mail: publications@ic-foi.demon.co.uk)
(Website : www.ico.org.uk)