



CROCKERTON CHURCH OF ENGLAND VA PRIMARY SCHOOL

VISION STATEMENT

Within the love of God together we live, learn, care, and celebrate.

For each other and for ourselves we aim for the best.

Freedom of Information (FOI) Policy

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

Written	April 2026
Reviewed	
Author	Data Protection Officer & Governors
Next Review	April 2028

Freedom of Information Policy

1 Introduction

- 1.1 Crockerton CE Primary School ("the School") is committed to transparency, accountability, and openness in accordance with the Freedom of Information Act 2000 (FOIA). As a publicly funded school, we are a public authority for the purposes of FOIA and are required to comply with its provisions.
- 1.2 This policy sets out how the School will manage requests for information, publish information proactively, and ensure compliance with statutory requirements and guidance issued by the Information Commissioner's Office (ICO).

2 Commitment to Openness

- 2.1 The School has adopted the ICO's **Model Publication Scheme**, which sets out the information we routinely make available to the public.
- 2.2 The Model Publication Scheme:
 - Supports transparency and accountability
 - Ensures consistent access to key information
 - Is reviewed regularly to ensure accuracy and relevance
- 2.3 The Publication Scheme is available on the Information Commissioner's Office Website [HERE](#) or on request.

3 Scope

- 3.1 This policy applies to all **recorded information** held by the School, regardless of format, including:
 - Electronic records (emails, documents, databases)
 - Paper files
 - Draft documents
 - Archived records
 - CCTV footage
 - Information held by third parties on behalf of the School
- 3.2 The policy applies to requests from individuals, organisations, and other bodies, subject to statutory exemptions.

4 Legal Framework and Related Policies

- 4.1 This policy operates in line with the following legislation:
 - Freedom of Information Act 2000
 - Environmental Information Regulations 2004 (EIR)
 - UK General Data Protection Regulation (UK GDPR)
 - Data Protection Act 2018
 - Education (Pupil Information) (England) Regulations 2005
- 4.2 Requests for personal data about the requester will be handled as **Subject Access Requests (SARs)** under data protection legislation, not under FOIA. Requests for environmental information will be handled under the **EIR**.
- 4.3 Related policies include:
 - Data Protection Policy
 - Records Management Policy

- Subject Access Request (SAR) Policy

5 Roles and Responsibilities

5.1 Governing Body

- Ensures the School meets its statutory obligations under FOIA.

5.2 Headteacher (FOI Lead)

- Has overall responsibility for FOI compliance.
- Authorises refusals and exemptions where appropriate.

5.3 Data Protection Officer (DPO)

- Provides advice on FOI, data protection, and exemptions.
- Supports compliance with UK GDPR and FOIA.

5.4 School Office / Administrative Staff

- Receive, log, and process FOI requests.
- Coordinate responses and maintain records.

5.5 All Staff

- Must recognise FOI requests (which can be made verbally or in writing).
- Must forward any FOI request immediately to the School Office or FOI Lead.

6 FOI Policy Statement

6.1 The School will:

1. Maintain and publish information in accordance with the ICO Model Publication Scheme.
2. Respond to FOI requests **within 20 working days**, subject to permitted extensions.
3. Provide advice and assistance to applicants where reasonable.
4. Apply exemptions lawfully and conduct a **public interest test** where required.
5. Protect personal data and process such information in accordance with data protection legislation.
6. Charge fees only where lawful and appropriate.
7. Record, monitor, and review FOI requests to support accountability and improvement.
8. Provide staff training on FOI awareness and handling procedures.

6.2 Requests may be refused where the information is exempt, exceeds the statutory cost limit, or is deemed vexatious or repeated in line with section 14 of FOIA.

7 Timescales

- **FOIA requests:** 20 working days
- **Environmental Information (EIR):** 20 working days (extendable to 40 where complex)
- **Subject Access Requests (SARs):** 1 calendar month

7.1 Where clarification is required, the statutory timescale will pause until clarification is received.

8 Classes of Information Published

8.1 Information is published under the following categories in line with the ICO Model Publication Scheme:

- **Who We Are and What We Do** – Governance, staffing, and contact details
- **Financial Information** – Budgets, income, expenditure, and audits
- **Decision-Making and Performance** – Strategic plans, minutes, and reports
- **Policies and Procedures** – School policies and statutory information
- **Admissions, Curriculum and Services** – Information for parents and the community

9 Accessing Information

- 9.1 Most information is available on the School website at **www.crockerton.wilts.sch.uk**
- 9.2 If the information cannot be located or is required in an alternative format, requests can be made via:
- Email: **admin@crockerton.wilts.sch.uk**
 - Post: **Crockerton CE Primary School, Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB**
- 9.3 Reasonable adjustments will be made where necessary to support accessibility.

10 Charges

- 10.1 The School aims to provide information free of charge wherever possible.
- 10.2 Charges may be applied in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, for example:
- Photocopying - actual cost
 - Printing - actual cost
 - Postage - actual cost
- 10.3 If the estimated cost of compliance exceeds the statutory appropriate limit (£450), the request may be refused.

11 Refusals and Internal Review

- 11.1 Where a request is refused in whole or in part, the School will issue a refusal notice explaining:
- The exemption(s) applied
 - The reasons for refusal
 - The applicant's right to request an internal review
- 11.2 Applicants may request an **internal review** within 40 working days of the response. Reviews will normally be completed within 20 working days (or 40 in exceptional cases).

12 Feedback and Complaints

- 12.1 We welcome feedback on this policy and on our handling of FOI requests.
- 12.2 If you remain dissatisfied after the internal review process, you may contact the Information Commissioner's Office:
- Website: <https://ico.org.uk/>
 - Telephone: 0303 123 1113
 - Address: Information Commissioner's Office,
Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF

13 Policy Review and Staff Training

- 13.1 This policy will be reviewed **every two years**, or sooner if required by changes in legislation or ICO guidance. Staff will receive appropriate FOI training as part of induction and ongoing professional development.