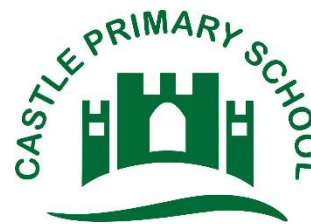

Freedom of Information Policy

Castle Primary School



1. Policy Statement

Castle Primary School is committed to openness, transparency and accountability. This policy sets out how the school meets its obligations under the **Freedom of Information Act 2000 (FOIA)** by proactively publishing information and responding appropriately to requests for information.

The school recognises that the public has a right to access information held by public authorities, including schools, subject to certain exemptions.

2. Scope

This policy applies to:

- All recorded information held by the school
- All staff, governors, contractors, and volunteers
- All Freedom of Information requests received by the school

This policy does **not** apply to:

- Requests for personal data (these are handled under the **Data Protection Policy** as Subject Access Requests)
 - Environmental information (handled under the **Environmental Information Regulations 2004**)
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3. Legal Framework

This policy complies with:

- Freedom of Information Act 2000
 - Data Protection Act 2018
 - UK General Data Protection Regulation (UK GDPR)
 - Environmental Information Regulations 2004
 - ICO Model Publication Scheme for Schools
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4. Publication Scheme

The school adopts the **Information Commissioner's Office (ICO) Model Publication Scheme**.

We make information routinely available without the need for a formal request, including:

- School policies and procedures
- Financial information
- Governance information
- Curriculum information
- Ofsted reports

The school's **Publication Scheme** and guide to information are available:

- On the school website
 - In paper form upon request (charges may apply)
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5. Making a Freedom of Information Request

Any person can make a request for information.

Requests must:

- Be made in writing (email or letter)
- State the requester's name
- Provide an address for correspondence
- Clearly describe the information requested

Requests should be sent to:

FOI Officer: Headteacher / School Business Manager

Email: admin@castletiverton.school

Address: Barrington Street

Tiverton

Devon

EX16 6QR

6. Responding to Requests

The school will:

- Acknowledge requests promptly
- Respond **within 20 school working days**
- Confirm whether the information is held
- Provide the information unless an exemption applies

If clarification is needed, the 20-day time limit starts once clarification is received.

7. Exemptions

Some information may be withheld under FOIA exemptions, including but not limited to:

- Personal data (Section 40)
- Information intended for future publication
- Commercially sensitive information
- Safeguarding and security-related information

Where an exemption is applied, the school will:

- Explain which exemption applies
 - Provide reasons
 - Apply the public interest test where required
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8. Fees and Charges

Most requests are free of charge.

The school may charge for:

- Photocopying
- Printing
- Postage

If a fee is required, the requester will be informed in advance.

The school may refuse requests that exceed the statutory cost limit.

9. Vexatious or Repeated Requests

The school reserves the right to refuse:

- Vexatious requests
- Repeated requests for the same information

Such decisions will be made in line with ICO guidance.

10. Complaints and Appeals

If a requester is dissatisfied with the response, they may:

1. Request an internal review by contacting the Headteacher or Chair of Governors
2. Escalate the complaint to the **Information Commissioner's Office (ICO)**

ICO Contact Details:

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, Cheshire, SK9 5AF

www.ico.org.uk

11. Responsibilities

- **Governing Body:** Ensures compliance with FOI legislation
 - **Headteacher:** Overall responsibility for FOI compliance
 - **FOI Officer:** Day-to-day handling of requests
 - **Staff:** Must assist in locating information when required
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12. Policy Review

This policy will be reviewed **every two years** or sooner if legislation or guidance changes.

Approved by: Governing Body

Date Approved: 21st May 2026

Next Review Date: May 2028
