

Great Baddow High School



Freedom of Information Policy  
2006

## Provision of Information

Great Baddow High School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000 and Data Protection Act 1998:

1. Copies of reference documents, such as policy statements and procedural guidance will be provided either free of charge or as published in our Publication Scheme, which is itself available from the school office or on our website at **[www.greatbaddow.com](http://www.greatbaddow.com)**
2. We will normally confirm within five school days whether or not we hold the information you request and will either provide it promptly or within the 20 school days required by the Freedom of Information Act, within the 40 school days as required by Data Protection Act.
3. Where a request for information is made in person or over the telephone, and is reasonably straightforward, we will respond without formality. In more complex cases we will ask you to put the request in writing (letter, email or fax) to ensure that we have clear statement of what is requested.
4. Where appropriate, we will provide information in redacted (that is, edited) form, in line with any exemptions that we wish to apply under the legislation.

*Example: You ask for a document that includes details of other children besides your own. We agree to provide the document with references to other children edited out.*

5. If you do not accept our reasons for declining to disclose information requested you should write to the Chair of Governors, c/o the School in the first instance. If you are not happy with his/her response, you may wish to contact the Information Commissioner.
6. Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publication Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation such as the Disability Discrimination Act.

7. If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive the payment (cash or cheque).
8. The time allowed for us to provide the information – 20 or 40 days (see 2 above) - does not include the period between the issuing of the fees notice and the receipt of the payment.
9. We may be unable to provide the information you request for any of the following reasons:
  - We do not hold the information
  - We are applying an exemption to the disclosure
  - It would cost the school more than £450 to provide the information (this figure is set by government)

If we are unable to comply with your request, we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep down the costs.

## Charges

- \* The fee for photocopying, printing and faxing is 10p per sheet. Postage costs will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information. This figure is set by Government.

In the vast majority of cases the costs will be **under £450** and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information
- putting the information onto CD, video or audio cassette
- translating the information into a different language

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

Where we estimate that the cost of meeting a request is likely to be **over £450**, and we agree to provide the information, we will apply the same kinds of charges but in addition we will charge for staff time at £25 per hour. If staff time is costed at less than £5, we will waive that part of the fee.

## **Requests for personal information (subject access requests)**

Most requests for personal information are about children's records and can be responded to promptly. They are called 'subject access requests'. In more complex cases we may need more time but are still required by law to respond in full within 40 school days.

Schools can charge up to a maximum of £50 for responding to a subject access request but we will only do so where the cost is over £5, in which case we will charge 10p per sheet for photocopying, printing or faxing up to the £50 maximum. Further details on how to make a subject access request are given in the leaflet *Seeing your personal education records* which you can access online at [www.greatbaddow.com](http://www.greatbaddow.com) or obtain from the school office.

