

Sutton Veny CofE Primary School

Freedom of Information (FOI) Policy

Together, through **friendship**, in **peace** and with **courage**, we reach for the stars.
Colossians 3:12: '**clothe yourselves with compassion, kindness, humility, gentleness and patience.**'

1 Introduction

- 1.1 Sutton Veny CofE Primary School is committed to transparency and accountability in line with the Freedom of Information Act 2000 (FOIA). As a public authority, we proactively publish information following the Information Commissioner's Office (ICO) Model Publication Scheme. This policy outlines our approach to managing FOI requests and ensuring compliance.

2 Commitment to Openness

- 2.1 We have adopted the ICO's Model Publication Scheme ([Link](#)) to provide public access to key information, including policies, procedures, minutes, and financial records. This scheme ensures that our information remains accessible and supports our commitment to openness.

3 Scope

- 3.1 This policy applies to all recorded information the school holds, including emails, reports, and meeting minutes, whether stored digitally or physically. It covers FOI requests from individuals and organisations, except where legal exemptions apply.

4 Legal Framework & Related Policies

- 4.1 This policy aligns with:
- Freedom of Information Act 2000
 - Environmental Information Regulations 2004
 - UK General Data Protection Regulation (UK GDPR)
 - Data Protection Act 2018
 - Education (Pupil Information) (England) Regulations 2005
- 4.2 Related policies include:
- Data Protection Policy
 - Records Management Policy
 - Subject Access Request (SAR) Policy

5 Roles and Responsibilities

- **Headteacher** – Ensures compliance with the FOI Act.
- **Data Protection Officer (DPO)** – Advises on FOI matters and best practices.
- **School Office/Admin Staff** – Process FOI requests and maintain records.
- **All Staff** – Must recognise and escalate FOI requests appropriately.

6 FOI Policy Statement

- 6.1 Sutton Veny CofE Primary School will:
1. Maintain a **Publication Scheme** outlining routinely published information.
 2. Respond to **FOI requests within statutory deadlines** (20 school days or 60 working days, whichever is shorter).
 3. Apply **exemptions** where necessary, such as for personal data or legally privileged material.
 4. Charge fees **only when applicable**, following FOI regulations.
 5. Ensure compliance with **UK GDPR**, assessing requests to prevent data breaches.
 6. Provide **staff training** on handling FOI requests.
 7. **Log and monitor** FOI requests to maintain transparency.

7 Classes of Information Published

7.1 We publish information under the ICO's Model Publication Scheme in categories such as:

- **Who We Are and What We Do** – Organisational structure and contacts.
- **Financial Information** – Income, expenditure, contracts, and audits.
- **Decision-Making Processes** – Meeting minutes and strategic plans.
- **Policies and Procedures** – Guidelines for school operations.
- **Services Offered** – Information for parents and the community.

8 Accessing Information

8.1 Most information is available on our website [Sutton Veny CofE School - Home](#). If you require information in a different format or cannot locate it, please contact us via:

- **Email:** admin@suttonveny.wilts.sch.uk
- **Telephone:** 01985 840428
- **Address:**
Sutton Veny CofE School,
High Street
Sutton Veny
Wiltshire
BA12 7AP

8.2 We will respond to requests within **20 working days**, as per FOIA requirements.

9 Charges

9.1 We aim to provide the most information free of charge. Where applicable, we may charge for photocopying, postage, or other disbursements.

10 Policy Review and Staff Training

10.1 This policy is regularly reviewed to reflect legislative changes. Staff receive training on FOI compliance, and the Publication Scheme is updated periodically to ensure relevance.

11 Feedback and Complaints

11.1 We welcome feedback on this policy and our publication scheme. Complaints should be directed to the school using the contact details above.

11.2 If unresolved, you may contact the **Information Commissioner's Office (ICO)**:

- **Website:** <https://ico.org.uk/>
- **Telephone:** 0303 123 1113
- **Address:** ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

12 Approval & Version Control

Version	Date	Changes Made	Approved By
1.0	7.02.2023	Initial draft	Governing Body
1.1	7/02/2025	Minor updates to aid readability and legislative checks were completed.	Governing Body

Approved by:	DPO and Governing Body	Date: February 2025
Last reviewed on:	February 2025	
Next review due by:	February 2027	