



**BUTTSBURY
PRIMARY SCHOOL**

AN ACADEMY SCHOOL

Freedom of Information Policy

Approved by:	Personnel Committee
Last reviewed on:	Spring 2025
Next review due by:	Spring 2028

1. We are committed to openness and transparency in the provision of information to all persons or organisations who request it
2. 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 2018:
 - i. Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge. Some publications are available on our website: www.buttsburyprimary.essex.sch.uk and details of what information is available and where are at **Annex A**.
 - ii. 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, or within the 40 school days as required by Data Protection Act.
 - iii. 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 may ask you to put the request in writing (letter or email) to ensure that we have a clear statement of what is requested.
 - iv. 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.

3. If you do not accept our reasons for declining to disclose information requested you should write to the Chair of Trustees, c/o the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner.
4. Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

5. 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
6. If we are unable to comply with your request, we will take all reasonable steps to advise you as to how you might obtain the information elsewhere.

Responsibilities

7. The Trust Board has delegated the day-to-day responsibility for compliance with the Freedom of Information Act to the Head Teacher

Requests for personal information (subject access requests)

8. 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. Please see the school's Subject Access Request policy for further details.

Monitoring and Review

Policy Date: Spring Term 2025

Review Date: Spring Term 2028

Annex 1

Guide to information available from Buttsbury Primary School under the Freedom of Information publication scheme

Information to be published	How the information can be obtained
<p>Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>www.buttsburyprimary.essex.sch.uk</p>
<p>School staff and structure – names of key personnel</p> <p>Governing body – names and contact details of the governors and the basis of their appointment</p>	<p>www.buttsburyprimary.essex.sch.uk</p>
School session times, term dates and holidays	
Location and contact information – address, telephone number and website	
Contact details for the Principal and the Governing Body	
School Prospectus and last Ofsted report	
School Session times and term dates	
Performance results – a link to the data on the Department for Education’s website	
What we spend and how we spend it	(hard copy and/ or website)
What our priorities are and how we are doing	www.buttsburyprimary.essex.sch.uk
How we make decisions – details of Trustee Board Meetings	www.buttsburyprimary.essex.sch.uk
Admissions policy	www.buttsburyprimary.essex.sch.uk
<p>Our policies and procedures</p> <p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	<p>www.buttsburyprimary.essex.sch.uk</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum • RSE education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	
Records management and personal data policies	

Information to be published	How the information can be obtained
Equality and diversity	
<p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>www.buttsburyprimary.essex.sch.uk</p>
<p>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>www.buttsburyprimary.essex.sch.uk</p>
Extra-curricular activities	
Out of school clubs	
School publications	
Services for which the Academy is entitled to recover a fee, together with those fees	
Leaflets, booklets and newsletters	