

Ore Village Primary Academy



Freedom of Information Policy

Completed - Nov 2017
For review - Nov 2018

Freedom of Information Policy

Since January 2005 there has been a legal right for any person to make a request to a school for access to information held by that school/academy. Schools/Academies are under a duty to provide advice and assistance to anyone requesting information and must respond to the enquiry promptly, and in any event, within 20 working days of receipt (not excluding school holidays). This policy lays out how this academy deals with these requests, and all staff will be aware of the collective response to these situations. The headteacher has responsibility for providing advice, guidance, and publicity in the interpretation of the responsibilities placed on schools/academies within this ACT.

Parental Rights

Parents have the right to see information kept on their child, **but not other people's children**. A parent can make an appointment to look at their child's work and learning evidence, and the information kept in their child's file (for example, copies of letters sent, consent forms signed, their original application form).

Statistical Information

Parents have the right to ask statistical information kept by the academy, which relates to all children but is not specific about other peoples' children. An example of this could be percentage of children on the special needs register, IMD data (Index of Multiple Deprivation), percentage of children eligible for free school meals. All of this data is kept by the academy, but is also available through other sources and published information.

Information Requested by Solicitors With Regard To Custodial Proceedings

Where parents both have parental responsibility, they have equal access to information regarding their child, a guideline we follow rigorously. The academy will not become involved in parental disputes; neither will they provide information on parents. Should information be required for this purpose, information should be requested formally and with appropriate regard to the correct legislation. The request should be made to the Headteacher, and should not be made to any other member of staff either formally or through parents.

Requests from the Press Association

Where these are requests with reference to a particular incident, family or child, these requests will be referred to the TKAT Press Office.

When A Child Leaves Ore Village Primary Academy.

All information kept on that child will automatically be transferred to the new school/academy. The academy will only retain your child's SIMs computer file for the period they attended.

Guidance for all Staff

All parental requests should be managed responsibly and respectfully. Most requests for information should be referred through the class teacher, and will be appropriate requests for information, such as reading progress; but where parents requests information, for example support letters for custodial proceedings, all staff have a duty to refer these requests to the headteacher. The headteacher has a duty to follow appropriate legislation in this matter.

Timescale

All requests will be answered within 20 days of receipt.

Charges

All reasonable requests will be responded to free of charge. Where a large volume of copied information is required the following fees will apply.

Photocopied sheets 10p per copy.

Administration fee £15.50 per hour or part thereof.

Payment in cash will be expected on receipt of the paperwork