



# **Jack Hunt School Governing Body**



## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

**Version 2.0**

**September 2016**

**Governing Body Committee: SLT  
Reviewed by SLT: 5 October 2016  
Date Policy Reviewed: September 2016  
Date of Next Review: September 2019**

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## **1. Introduction**

- 1.1 This policy statement is managed and maintained by the School Business Manager with ratification from the Senior Leadership Team.
- 1.2 The Governors of Jack Hunt School are fully committed to compliance with the requirements of the Freedom of Information Act 2000 (the Act). The aim of the Act is to promote a culture of greater openness and accountability.

## **2. Policy Statement**

- 2.1 The Act gives members of the public the right to access information held by the School, subject to some exemptions. The School supports this culture of openness and will ensure compliance with the Act by:
- (a) putting in place appropriate procedures and practices
  - (b) making as much information as possible available
  - (c) aiming to respond to written requests for information within the statutory response period of 20 working days;
  - (d) ensuring that all staff are aware of their responsibilities.
  - (e) continuing to protect personal information entrusted to it by disclosing that information only in accordance with the provisions of the Data Protection Act 1998.
  - (f) adhering to the Code of Practice on the Management of Records

## **3. Requests for Information**

- 3.1 The Act gives individuals requesting information two rights:
- (a) the right to be informed whether the School holds certain information;
  - (b) the right to have that information communicated to them.

- 3.2 A request for information must be in writing, which can include email and fax, to:

The Headteacher, Jack Hunt School, Ledbury Road, Peterborough, PE3 6PN

- 3.3 Individuals may express a preference as to how they would like to have the information communicated to them. The School will comply with this preference so far as is reasonably practicable, considering all circumstances, including cost. Requests can be met in a variety of ways such as:
- (a) providing a copy of the original document either electronically or in hard copy;
  - (b) providing a summary of the information, or;
  - (c) by arranging for the applicant to visit the school to read the documents.
- 3.4 Advice should therefore be sought from applicants as to their preferred method of communication and the information will be provided in that format where possible.

#### **4. Managing Requests for Information**

- 4.1 The Act requires the School to respond to any written request for information promptly and within 20 working days. However, this timescale can be extended to give full consideration to the public interest test.
- 4.2 If the deadline is not expected to be met due to public interest considerations, the applicant will be advised of the reason for the delay and the anticipated reply date.
- 4.3 Jack Hunt School reserves the right to refuse requests under the Section 12 of the Act where the cost of providing this information would exceed the 'appropriate' cost limit. This limit is currently £450.

#### **5. Exemptions**

Certain information held by the School will be classified as exempt under the Act. The Act provides for both absolute and qualified exemptions. Where information is absolutely exempt, there is no obligation under the Act to provide the requested information, although the School may choose to disclose the information held by it.

- 5.1 Most exemptions under the Act are qualified and are subject to a public interest test. Where information requested falls within the terms of a qualified exemption, a senior member of staff within the School will assess whether the public interest lies in disclosing the information to the applicant or withholding the information.

## 6. Charges

- 6.1 Charges will be based on the cost of providing the information. Most information is free and available on the website

## 7. Further Details

- 7.1 Independent advice and information about the Act is available from the Information Commissioner's Office:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

T: 01625 545 745

[www.ico.org.uk](http://www.ico.org.uk)

## 8. Version History

- 8.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Previous policy statement published	Christine GILLINGHAM	01/09/2013
2.0	Policy reviewed and redrafted and formatting updated	Matthew DEERE	27/09/2016
2.0	Approved at SLT	Matthew DEERE	05/10/2016