



FREEDOM OF INFORMATION POLICY

Date of Approval: 28th March 2025

This policy will be reviewed by the Finance Audit and Risk Committee every 3 years.

Date for Review: 28th March 2025

Signature

Date 28th March 2025

Head Teacher

Signature

Date 28th March 2025

Co-Chair of Governors

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FREEDOM OF INFORMATION

INTRODUCTION

The Summercroft Primary School is subject to the Freedom of Information Act 2000 (FOI) as a public authority, and as such, must comply with any requests for information in accordance with the principles laid out in the Act.

We are also required to provide an approved publication scheme of the types of class of information which the Summercroft Primary School holds. This document is published on the Summercroft Primary School website.

WHAT IS A REQUEST UNDER FOI?

Any request for any information from the Summercroft Primary School is technically a request under the FOI, whether or not the individual making the request mentions the FOI. However, the ICO has stated that routine requests for information (such as a parent requesting a copy of a policy) can be dealt with outside of the provisions of the Act.

In all non-routine cases, if the request is simple and the information is to be released, then the individual who received the request can release the information but must ensure that this is done within the timescale set out below. A copy of the request and response should then be sent to Summercroft Primary School email DPO@summercroft.herts.sch.uk

All other requests should be referred in the first instance to Summercroft Primary School admin@summercroft.herts.sch.uk, who may allocate another individual to deal with the request. This must be done promptly, and in any event within 3 working days of receiving the request.

When considering a request under FOI, a release under FOI is treated as release to the general public, and so once it has been released to an individual, anyone can then access it. Access cannot be restricted when releasing the information by marking it “confidential” or “restricted”.

TIME LIMIT FOR COMPLIANCE

The Summercroft Primary School must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. A “working day” is one in which pupils are in attendance, subject to an absolute maximum of 60 calendar days to respond.

PROCEDURE FOR DEALING WITH A REQUEST

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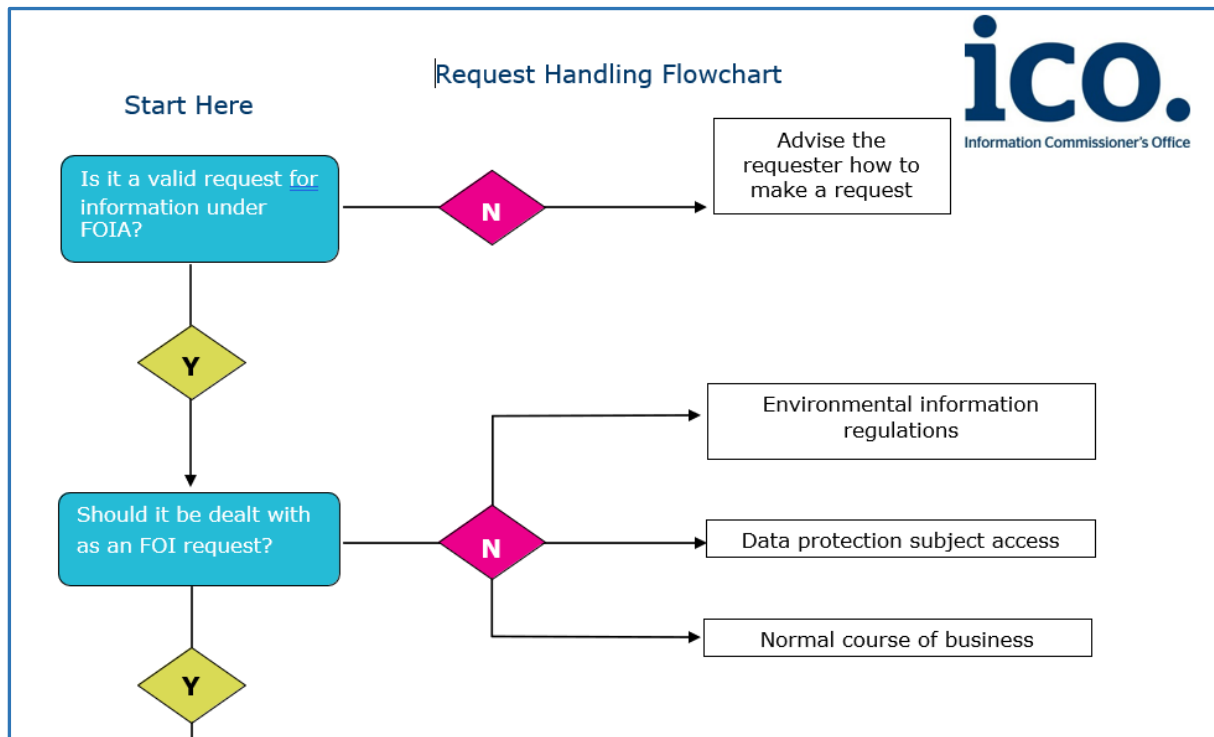
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When a request is received that cannot be dealt with by simply providing the information, it should be referred in the first instance to Summercroft Primary School admin@summercroft.herts.sch.uk who may re-allocate to an individual with responsibility for the type of information requested.

First Stage

The Information Commissioner's Office (ICO) 'Request Handling Flowchart' (extract pictured below) provides an overview of the steps to follow when handling a request for information.

The flowchart can be reviewed in full as a separate document located [flowchart of request handling under foia.pdf](#)



The first stage in responding is to determine whether or not the Summercroft Primary School “holds” the information requested.

The Summercroft Primary School will hold the information if it exists in computer or paper format. Some requests will require the Summercroft Primary School to take information from different sources and manipulate it in some way. Where this would take minimal effort, the Summercroft Primary School is considered to “hold” that information, but if the required manipulation would take a significant amount of time, the requestor should be contacted to explain that the information is not held in the manner requested and offer the opportunity to refine their request.

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For example, if a request required the Summercroft Primary School to add up totals in a spreadsheet and release the total figures, this would be information “held” by the Summercroft Primary School. If the Summercroft Primary School would have to go through a number of spreadsheets and identify individual figures and provide a total, this is likely not to be information “held” by the Summercroft Primary School, depending on the time involved in extracting the information.

If the information requested is not held, the requestor should be contacted in writing to explain that the information is not held.

Before deciding that the Summercroft Primary School does not hold any recorded information, the person dealing with the request should make sure that they have carried out adequate and properly directed searches, and that there are convincing reasons for concluding that no recorded information is held. If a requestor subsequently complains to the ICO that the Summercroft Primary School has not identified all of the information that it holds, the ICO will consider the scope, quality and thoroughness of the searches that were undertaken and test the strength of the Summercroft Primary School reasoning and conclusions.

Second Stage

The second stage is to decide whether the information can be released, or whether one of the exemptions set out in the Act applies to the information. Common exemptions that might apply include:

Section 40 (1) – the request is for the applicants’ personal data. This must be dealt with under the subject access regime in the Data Protection Act 2018 (DPA), detailed in paragraph 9 of the GDPR Data Protection Policy;

Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the DPA principles as set out in paragraph 3.1 of the GDPR Data Protection Policy;

Section 41 – information that has been sent to the Summercroft Primary School (but not the Summercroft Primary School own information) which is confidential;

Section 21 – information that is already publicly available, even if payment of a fee is required to access that information;

Section 22 – information that the Summercroft Primary School intends to publish at a future date;

Section 43 – information that would prejudice the commercial interests of the Trust and/or a third party;

Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information);

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Section 31 – information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras;

Section 36 – information which, in the opinion of the Summercroft Primary School Chair of Governors, would prejudice the effective conduct of the Summercroft Primary School. There is a special form for this on the ICO's website to assist with obtaining the chair's opinion.

Note: The sections mentioned in italics are qualified exemptions. This means that even if the exemption applies to the information, a public interest weighting exercise must also be carried out, balancing the public interest in the information being released, as against the public interest in withholding the information.

RESPONDING TO A REQUEST

If the information is held

If the information being requested is held, there are a number of ways that the information can be made available to the requestor, including by email, as a printed copy or by arranging for the requestor to view the information. The information should be sent by whatever means is most reasonable, however, requestors have the right to specify their preferred means of communication, in their initial request. The original request should be checked for any preferences before sending out the information.

If the information being requested is included in the publication scheme, this information can be given out automatically, or provide a link to the requestor where the information can be accessed such as the relevant page on the [Policies | Summercroft Primary School](#) website.

If the requestor has made their request by email, and the information is an electronic document in a standard form, then it would be reasonable to reply by email and attach the information.

If some or all of the information has been withheld

When responding to a request where the Summercroft Primary School has withheld some or all of the information, the Summercroft Primary School must explain why the information has been withheld, quoting the appropriate section number and explaining how the information requested fits within that exemption. If the public interest test has been applied, this also needs to be explained.

The letter should end by explaining to the requestor how they can complain – by writing to the Headteacher within 20 working days of the response being received, giving reasons for the appeal. A review will then be carried out internally by someone not involved in the original decision, usually at senior leadership level.

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If the information is not held

The FOI act covers only covers information that is held. If the information that the requestor has asked for is not held, the Summercroft Primary School can comply with the request by informing the requestor in writing that the information is not held (subject to adequate searches for the information having been undertaken as per the requirements set out in the 'First Stage' section of this document).

CONTACT

Any questions about this policy should be directed in the first instance to the School Business Manager sbm@summercroft.herts.sch.uk.

Freedom of Information Publication Scheme

In line with the Freedom of Information Act 2000, Summercroft Primary School's publication scheme is based upon the ICO approved model publication scheme.

Information held by us that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

Class 1 - Who we are and what we do

(Current organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained	Cost
Who's who at Summercroft Primary School	Website: Who's Who Summercroft Primary School	Free
Who's who on the Governing Body, the basis of their appointment and relevant business and pecuniary interests	Website: Governors Summercroft Primary School	Free

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Each Governing Body meeting attendance over the last academic year	Website: Governors Summercroft Primary School	Free
Articles of Association	Website: Governors Summercroft Primary School	Free
Contact details for the Governing Body	Website: Governors Summercroft Primary School	Free
Summercroft Primary School prospectus	Available on request – contact the school.	Free
Annual Report & Financial Statements	Website: Financial Summercroft Primary School	Free

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Class 2 – What we spend and how we spend it

(Current and previous year's financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information to be published	How the information can be obtained	Cost
Annual Report & Financial Statements	Website: Financial Summernote Primary School	Free
Pay policy	Hard copy: available on request – contact school	5p per sheet

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Class 3 – What our priorities are and how we are doing

(Current strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Performance management policy and procedures adopted by the Governing Body	Hard copy: available on request – contact school	5p per sheet

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Class 4 – How we make decisions

(Current decision making processes and records of decisions)

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)	Website: Admissions Policies Summernote Primary School	Free
Behaviour For Learning Policy	Website: Policies Summernote Primary School	Free
Agendas of meetings of the Governing Body and (if held) its sub-committees	Hard copy: available on request – contact school	5p per sheet
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meetings.	Hard copy: available on request – contact school	5p per sheet

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Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Cost
Child Protection & Safeguarding Policy	Website: Policies Summercroft Primary School	Free
Charging and remissions Policy	Website: Financial Summercroft Primary School	Free
Health and Safety Policy	Website: Policies Summercroft Primary School	Free
Complaints Procedure	Website: Policies Summercroft Primary School	Free
School Values	Website: School Values Summercroft Primary School	Free
Staff conduct Policy	Website: Policies Summercroft Primary School	Free
Discipline and Dismissal Policy	Website: Policies Summercroft Primary school	Free
Equality and diversity Policy	Website: Policies Summercroft Primary School	Free
Pupil and curriculum policies, including:		
Home-school agreement	Website: Home Study Summercroft Primary School	Free

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Sex and Relationship Education (SRE)	Website: Pastoral Care Summercroft Primary School & Policies Summercroft Primary School	Free
Special educational needs and disability	Website: SEN Summercroft Primary School	Free
Accessibility	Website: Policies Summercroft Primary School	Free
Equality Objectives	Website: Policies Summercroft Primary School	Free
Collective worship	Hard copy: available on request – contact school	5p per sheet
Behaviour For Learning Policy	Website: Policies Summercroft Primary School	Free
Pupil Premium	Website: Pupil Premium Summercroft Primary School	Free
PE & Sport Premium Funding	Website: PE and Sport Premium Summercroft Primary School	Free
Records management and personal data policies, including:		
Data Protection Policy (GDPR)	Website: Policies Summercroft Primary School.	Free
Freedom of Information Policy	Website: Policies Summercroft Primary School.	Free

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Records Management Policy	Hard copy: available on request – contact school	5p per sheet
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Class 6 – Lists and Registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Any information Summerville Primary School is currently legally required to hold in publicly available registers, excluding the attendance register	Hard copy: available on request – contact school	5p per sheet
Asset Register	Hard copy: available on request – contact school	5p per sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy: available on request – contact school	5p per sheet

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Class 7 – The services we offer

(Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information to be published	How the information can be obtained	Cost
School Clubs	Website: School Clubs Summercroft Primary School	Free
Kids Out Breakfast & Afterschool Club	Website: School Clubs Summercroft Primary School	Free
School publications, including newsletters	Website: Newsletters Summercroft Primary School	Free

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Additional Information

Contact details	
Named point of contact:	School Business Manager
Phone:	01279 307477
Email:	admin@summercroft.herts.sch.uk
Website:	www.summercroft.herts.sch.uk

SCHEDULE OF CHARGES

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	In accordance with the relevant legislation	£25 per hour

* the actual cost incurred by the Summercroft Primary School

If you do not accept our reasons for declining to disclose the information requested, you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:

The Information Commissioners Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday Fax 01625 524510
Email: mail@ico.gsi.gov.uk*protected email*