



Robertswood School Freedom of Information Policy

Robertswood School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000:

Copies of reference documents, such as school policies will be provided free of charge or as published on our school website.

We will normally confirm within 5 working* days whether or not we hold the information you request and, if we do, we will provide it within 20 working* days.

*Please note: Working days refers to term time only as contained in Statutory Instrument 3364.

Your request must be in writing (letter or email) to ensure that we have a clear statement of what is requested.

In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

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 Email mail@ico.gsi.gov.uk

Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing and or postage of longer documents. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See 'Charges' below).

If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment (cash or cheque). The time allowed for us to provide the information (20 working* days) does not include the period between the issuing of the fees notice and the receipt of the payment.

