

St Patrick's Catholic Primary School



Freedom of Information Policy

Approved: January 2020

Date of next review: January 2023

We strive for excellence within a caring and diverse community, nurturing the Catholic faith, respecting each other, living, working and growing together as part of God's family.

Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained and state-funded schools, should be clear and proactive about the information they make public. To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- the manner in which the information will be published;
- whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school. Contact details are set out below.

Email: school@st-patricks.waltham.sch.uk

Tel: 0208 509 4321

Fax: 0208 509 3261

Contact Address: Data Protection Controller, 1 Longfield Avenue, Walthamstow, E17 7DP.

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". If the information you're looking for isn't available via the publication scheme, you can still contact the school to ask if we have it.

Charge for information

We will not usually charge for any information requested. However, if your request means that we have to photocopy or print, pay a postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. This charge will be no more than the cost incurred by the school in supplying the information.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication, or if you require further assistance or wish to make a complaint, this should be addressed to:

Data Protection Controller, 1 Longfield Avenue, Walthamstow, E17 7DP.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry / Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk