



## **GOLDEN HILL (short stay) SCHOOL**

### **FREEDOM OF INFORMATION POLICY**

#### **This policy is for Golden Hill (short stay) School and Golden Hill's Inclusion Support Team (GHIST)**

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

We have delegated to the Head Teacher the day to day responsibility for FOIA policy and the provision of advice, guidance, publicity and interpretation of the school's policy. We have a well-managed records management and information system in order to comply with requests. 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 policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme which is available from the school office or on our website at [www.goldenhill.lancs.sch.uk](http://www.goldenhill.lancs.sch.uk)

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.**

Your request must be in writing (letter, email or fax) 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 the Management Committee at the school in the first instance.

Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act.

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.

We may be unable to provide the information you request for any for the following reasons:

- We do not hold the information
- We are applying an exemption to the disclosure
- It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).

If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.

The School will seek advice from the Local Authority as necessary to clarify any points or to help resolve any disputes over information requests.

School will keep a log of FOIR requests including a record of refusals and reasons for refusals.

Read this in conjunction with our Data Protection Policy; Online Safety Policy and Equality policy

***Adopted by the Management Committee. February 2023/ To be Reviewed February 2024***

***All aspects of our policy intends to comply within the Data Protection ( GDPR) legislation.***

Headteacher : Mrs Allison Collinge Chair of the Management Committee : Mr Malcolm Clarke





