



Christleton Primary School

Be the best you can be

Freedom of Information Policy

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Freedom of Information Policy		Full Governing Body	
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Signed Headteacher			
Signed Chair of Governors			

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Statement of intent

As the governing body of a maintained school, the Governing Body of Christleton Primary School is a public authority for the purposes of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). This policy explains how the school will meet its duties to provide access to recorded information, proactively publish information and handle requests lawfully, promptly and transparently.

More specifically, this policy sets out the school's arrangements for:

- Recognising, recording and responding to requests for recorded information under FOIA and EIR, and directing requests for personal information or educational records to the correct access regime.
- Providing applicants with reasonable advice and assistance throughout the handling of their requests.

It also explains the application of exemptions and exceptions, response times, the FOIA appropriate cost limit, fees, internal reviews, the publication scheme, records management and monitoring.

This policy does not replace the school's Data Protection Policy, Subject Access Request procedure, records retention schedule, complaints procedure or safeguarding arrangements.

1. Legal framework

1.1. This policy has due regard to the following legislation:

- The UK General Data Protection Regulation (UK GDPR), as amended by the Data (Use and Access) Act 2025
- The Data Protection Act 2018, as amended
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The Freedom of Information (Time for Compliance with Request) Regulations 2004
- The Environmental Information Regulations 2004
- The Equality Act 2010
- The Education (Pupil Information) (England) Regulations 2005
- The Data (Use and Access) Act 2025, where it amends data-protection legislation relevant to access requests

1.2. This policy also has due regard to the following statutory codes and official guidance, including:

- Cabinet Office (2018) Freedom of Information Code of Practice issued under section 45 of FOIA
- ICO Model Publication Scheme; Definition document for governing bodies of maintained and other state-funded schools in England, version 4.0 (29 October 2021); and the ICO Template Guide to Information for Schools
- ICO current guidance on managing FOI requests, including the duty to provide advice and assistance under section 16
- ICO current timescales guidance and Advice for schools on the FOIA and responding to requests for information
- Lord Chancellor (2021) Code of Practice on the management of records issued under section 46 FOIA
- ICO current Guide to the Environmental Information Regulations
- ICO A guide to subject access, updated 16 July 2026

1.3. This policy should be read alongside the following school policies and procedures:

- Data Protection Policy and Subject Access Request procedure
- Records Management and Retention Policy / retention schedule
- Information Security and Acceptable Use Policy
- Complaints Policy
- Safeguarding and Child Protection Policy
- Charging and Remissions Policy, where relevant

The Governing Body is the public authority and remains legally accountable for compliance with FOIA and EIR. It will approve this policy or record any formal delegation for approval and operational decisions.

The Governing Body may delegate day-to-day request handling, but it will receive assurance that statutory deadlines, publication duties, reviews and records management are effective.

The headteacher will ensure that appropriate resources, procedures, training and escalation routes are in place.

The school business manager will log requests, calculate deadlines, coordinate searches, draft responses, maintain the publication scheme and retain the audit trail.

The Data Protection Officer will be consulted where requests include personal data, secure disclosure or data-protection exemptions, and where specialist advice is needed.

All staff and governors must recognise a possible information request, forward it immediately to the FOI/EIR lead, preserve relevant records and avoid promising disclosure or refusal.

For section 36 FOIA, the qualified person for a maintained school is the Chair of the Governing Body. The Chair's reasonable opinion must be obtained and recorded before the exemption is relied upon, followed by the public-interest test.

1. Accepting requests for information

- 1.1. A valid request under FOIA must meet all of the following requirements:
 - It is in writing
 - It states the applicant's real name and an address for written correspondence, which may be an email address.
 - It describes the recorded information requested sufficiently for the school to identify and locate it.
- 1.2. A request may be made by letter, email or another written electronic communication, including social media, provided that it is legible and can be retained for subsequent reference.
- 1.3. Where a request is made in a language or format the school cannot readily understand, the school will make reasonable efforts to clarify the request and provide advice and assistance. The school will consider any reasonable adjustment required under the Equality Act 2010 and will not apply a blanket requirement that every request be resubmitted in English.
- 1.4. The school will publish a clear route for information requests on www.christletonprimaryschool.co.uk, including:
 - A postal address and monitored email address
 - A telephone number through which an applicant may obtain assistance:
 - The role title of the school's FOI/EIR lead and the route for requesting an internal review

A request does not need to mention FOIA or EIR, use a prescribed form or be addressed to a named officer. A request received by any member of staff is a request to the Governing Body and must be forwarded immediately.

A request for environmental information may be made orally or in writing. Staff receiving an oral EIR request will record the request, date, contact details and any agreed clarification and send the record promptly to the FOI/EIR lead.

A request for the requester's own personal data may be made verbally or in writing and will be handled under the school's Subject Access Request procedure. The statutory response period is normally one month, subject to the applicable data-protection rules.

A written parental request to inspect or receive a copy of a pupil's educational record will be handled under the Education (Pupil Information) (England) Regulations 2005 and responded to within 15 school days, subject to the Regulations.

Where a single communication contains more than one type of request, the school will acknowledge the relevant routes and apply the correct rules and deadlines to each part.

2. General rights of access to information held by the school

2.1. Where a valid request is received, and subject to the applicable exemptions or exceptions, the school will:

- Confirm or deny whether it holds recorded information within the description specified in the request, unless the law permits or requires the school not to confirm or deny.
- Communicate the recorded information it holds, subject to any lawful redaction, exemption or exception.

2.2. The school will respond promptly and no later than 20 school days after receipt, or 60 working days if that is sooner, calculated in accordance with the Freedom of Information (Time for Compliance with Request) Regulations 2004.

A request for environmental information will be answered as soon as possible and no later than 20 working days. Where the volume and complexity make compliance within 20 working days impracticable, the school may extend to 40 working days and will notify the applicant within the first 20 working days, explaining the reasons and new deadline.

2.3. Where a valid fees notice is issued, the period between issuing the notice and receiving the fee is disregarded when calculating the response deadline.

2.4. The school will refuse a request, or will not be obliged to comply with it, only where the relevant legislation permits this, including where:

- The school reasonably requires further information to identify and locate the requested information, has promptly asked the applicant for clarification and has not received it by the reasonable deadline stated.
- Information held in archives, off-site storage, drafts, notes, emails, older versions or other formats remains potentially within scope. Difficulty in locating it is not a freestanding refusal ground, although it may be relevant to a lawful FOIA cost estimate or, under EIR, to whether a request is manifestly unreasonable.
- A relevant exemption in Part II of FOIA, or an exception under EIR, applies to some or all of the requested information.
- For FOIA requests only, a reasonable estimate shows that the cost of compliance would exceed the £450 appropriate limit and the school relies on section 12.
- The request itself is vexatious under section 14(1) FOIA, assessed objectively and on the circumstances and evidence of the case.
- The same applicant has requested the same or substantially the same information before and a reasonable interval has not elapsed, so section 14(2) FOIA applies.
- A valid fee notice has not been paid within the period specified by law.
- The school does not hold the requested recorded information at the time of the request. The school is not required to create new information, but will consider whether relevant recorded information exists.

2.5. Where information is withheld, or the school refuses to confirm or deny that it is held, the school will issue a written refusal notice within the applicable statutory timescale which:

- Identifies the statutory exemption, exception or other provision relied upon and explains clearly why it applies to the information and circumstances.

- Explains any public-interest assessment required, gives details of the school's internal review process and informs the applicant of the right to complain to the Information Commissioner's Office (ICO).

- 2.6. Where a qualified FOIA exemption is engaged and more time is reasonably required solely to consider the balance of the public interest, the school may extend the period for that assessment. The school will still identify the exemption and notify the applicant within the normal statutory period. The extension will be no longer than is reasonable and should normally be no more than a further 20 working days.
- 2.7. Where a public-interest extension is required, the school will write to the applicant within the normal statutory period and state:
 - The exemption engaged, why it is engaged and that additional time is required only for the public-interest balance.
 - A reasonable revised date by which the final decision will be issued.
- 2.8. Any further extension will be exceptional, justified and communicated promptly with a further reasonable estimate.
- 2.9. FOIA and EIR provide access to recorded information. The school is not required to create new information, provide an opinion or answer a question where no relevant recorded information exists; however, it will identify and consider any recorded information that falls within the request and may answer routine enquiries outside the legislation where appropriate.
- 2.10. The information will be provided in the applicant's preferred form where this is reasonably practicable and lawful.
- 2.11. Where the preferred form is not reasonably practicable, the school will explain why and discuss a suitable alternative.
- 2.12. Information will normally be provided in the language in which it is held. There is no general duty to translate it, but the school will consider reasonable assistance, reasonable adjustments and any other applicable legal duty.

2.13. The school will make reasonable adjustments for disabled applicants in accordance with the Equality Act 2010, including accessible communication and formats where required.

2.14. Where a request covers more than one access regime, the school will separate and handle each part under the correct legislation. The requester's own personal data will normally be handled as a subject access request under UK GDPR and the Data Protection Act 2018; environmental information will be handled under EIR; and other recorded information will normally be handled under FOIA.

Environmental information includes recorded information about the elements of the environment and measures or activities likely to affect them, such as buildings, land, energy, waste, emissions, transport, grounds works and environmental health or safety matters. Where there is doubt, the school will seek advice rather than defaulting to FOIA.

2.15.

Staff are reminded that section 77 FOIA makes it a criminal offence, after a request has been received, to alter, deface, block, erase, destroy or conceal a record with the intention of preventing disclosure.

Before disclosure, the school will check that redactions are permanent, hidden data and metadata have been considered, the correct documents are attached and the transmission method is appropriate to the sensitivity of the information.

3. The appropriate limit

3.1. For a FOIA request, the school may refuse to comply under section 12 where a reasonable estimate shows that the permitted cost of compliance would exceed £450, equivalent to 18 hours at the statutory rate of £25 per person per hour.

3.2. When estimating whether a FOIA request exceeds the appropriate limit, the school will take account only of the reasonable costs of:

- Determining whether it holds the information.
- Locating the information, or a document which may contain the information.

- Retrieving the information, or a document which may contain the information.
- Extracting the information from a document containing it.
- The time spent on the activities above will be calculated at the statutory rate of £25 per person per hour, irrespective of the actual salary or cost to the school.

3.3. The school will make a sensible, realistic and evidence-based estimate. It is not required to undertake all of the work before relying on section 12, but it must have an adequate basis for the estimate.

3.4. If one part of a request would by itself exceed the limit, the school is not legally required to answer the remaining parts, but it will consider voluntary partial disclosure and will provide reasonable advice to help the applicant narrow the request.

3.5. The school may aggregate the permitted costs of two or more requests only where they seek the same or similar information, are made by the same person or by people who appear to be acting in concert or in pursuance of a campaign, and are received within 60 consecutive working days.

The estimate may not include time spent considering exemptions, applying the public-interest test, consulting, redacting exempt material or communicating the response, except to the extent that a permitted extraction activity genuinely applies.

The £450 appropriate limit and section 12 do not apply to EIR requests. An EIR request may be refused as manifestly unreasonable only under regulation 12(4)(b), following a case-specific assessment and the EIR public-interest test.

4. Charging fees

4.1. Where a charge is permitted, the school will issue a written fees notice as soon as reasonably practicable and within the applicable response period, explaining the amount, basis and payment method.

4.2. Charges may be made for disbursements, such as the following:

- Production expenses, e.g. printing and photocopying

- Transmission costs, e.g. postage
- The reasonable actual cost of providing information in the applicant's preferred physical format or medium, where this is requested and is not otherwise required as a reasonable adjustment.

4.3. For a FOIA request estimated at or below the appropriate limit, the school will not charge for staff time spent locating, retrieving, extracting, considering exemptions or redacting information. It may charge only reasonable disbursement costs permitted by law.

- Disbursement charges will reflect the actual reasonable cost of reproduction, printing or other physical provision.
- Postage or transmission charges will reflect the actual reasonable cost incurred.

4.4. Where a fee is lawfully charged, the school is not required to provide the information unless the fee is paid within three months beginning with the day the fees notice is given.

4.5. The fees notice will state the accepted payment methods. Work may be suspended until cleared payment is received.

4.6. Once the fee is received, the school will confirm the recalculated response deadline, applying the school's 20-school-day/60-working-day rule to the remaining period.

4.7. Where the school has underestimated a notified fee, it will not issue a second fees notice for the same work and will bear the additional cost.

4.8. The school will not include staff time in a below-limit FOIA disbursement charge. Where a request exceeds the limit and the school chooses voluntarily to comply, any charge will be calculated only as permitted by the Fees Regulations and agreed before work begins.

4.9. When calculating the statutory response period, the time from the issue of a valid fees notice until receipt of the fee will be disregarded.

For environmental information, the school may make a reasonable charge under regulation 8 EIR. It will not charge for access to public

registers or lists, or for examining information at the school's premises. Any EIR charge will be published and objectively explained.

The Guide to Information in Appendix 1 will contain the school's schedule of routine publication charges.

5. Means of communication

5.1. Where an applicant expresses a preference for any of the following means of communication, the school will, so far as reasonably practicable, give effect to that preference:

- The provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant.
- The provision to the applicant of a reasonable opportunity to inspect a record containing the information.
- The provision to the applicant of a digest, or summary of the information, in permanent form or in another form acceptable to the applicant.

5.2. Where no preference is stated, the school will use a reasonable, accessible and secure method having regard to the volume and sensitivity of the information and the applicant's circumstances.

Electronic disclosures will use proportionate security. Where documents contain redactions or sensitive contextual information, the response will receive a documented quality check before release.

6. Providing advice and assistance

6.1. The school will meet its duty under section 16 FOIA, and its corresponding EIR obligations, to provide reasonable advice and assistance to a person who proposes to make, or has made, a request.

6.2. The school will consider advice and assistance in circumstances including:

- Explaining the types of information the school holds, how they are available through the publication scheme, and any applicable charging arrangements.
- Helping to clarify or narrow a request that does not yet describe the information sufficiently for it to be identified and located.

- Assisting an applicant to refine a request that would otherwise exceed the FOIA appropriate limit or, under EIR, may be manifestly unreasonable.

6.3. Advice and assistance will be proportionate and tailored to the circumstances and may include:

- Explaining the applicant's information-access rights and the distinction between FOIA, EIR, subject access and educational-record access.
- Helping the applicant focus the request by describing relevant types of records, date ranges or information categories.
- Explaining where information is already available and providing a direct link or clear access instructions.
- Keeping the applicant appropriately informed about clarification, fees, extensions or other material progress.

6.4. The school will not transfer a request to another public authority without the applicant's agreement. It may instead explain that the information may be held elsewhere and provide contact details.

6.5. In order to provide assistance as outlined above, the school will engage in the following good practice procedures:

- Make early contact with an individual and keep them informed of the process of their request.
- Accurately record and document all correspondence concerning the clarification and handling of any request.
- Give consideration to the most appropriate means of contacting the applicant, taking into account their individual circumstances.
- Discuss with the applicant whether they would prefer to receive the information in an alternative format, in cases where it is not possible to provide the information requested in the manner originally specified.
- Remain prepared to assist an applicant who has had their request denied due to an exemption.

6.6. The school will give particular consideration to what level of assistance is required for an applicant who has difficulty submitting a written request.

6.7. In circumstances where an applicant has difficulty submitting a written request, the school will:

- For a FOIA request made orally, the school may help the applicant put the request in writing and ask them to confirm the written record; the FOIA response period begins when a valid written request is received. An oral request for environmental information is valid under EIR and must be recorded and handled from the time it is made.
- Direct the individual to a different agency that may be able to assist with framing their request.

NB. This list is not exhaustive, and the school may decide to take additional assistance measures that are appropriate to the case.

6.8. Where information is accessible by other means or is intended for future publication, the school will explain the relevant exemption or exception and provide reasonable advice on how or when it can be obtained.

6.9. The school will advise the applicant how and where information can be obtained, if it is accessible by other means.

6.10. Where there is an intention to publish the information in the future, the school will advise the applicant of when this publication is expected.

6.11. If the request is not clear, the school will ask for more detail from the applicant in order to identify and locate the relevant information, before providing further advice and assistance.

6.12. If a FOIA request does not appear to contain the applicant's real name, the school will explain the validity requirement and invite correction. EIR does not require the requester to use their real name, although sufficient contact details are needed for the written response.

6.13. If the school is able to clearly identify the elements of a request, it will respond following usual procedures and will provide advice and assistance for the remainder of the request.

- 6.14. If any additional clarification is needed for the remainder of a request, the school will ensure there is no delay in asking for further information.
- 6.15. The school will state a reasonable deadline for clarification, having regard to the circumstances. If no clarification is received by that date, the request may be closed; there is no fixed statutory two-month period.
- 6.16. The school will keep a clear record of the advice and assistance provided and will resend or clarify it where there is reason to believe it has not been received or understood.
- 6.17. The section 16 FOIA duty to advise and assist does not apply where the request is refused under section 14 as vexatious or repeated, although proportionate communication may still be appropriate.
- 6.18. The school will issue the required refusal notice when relying on section 14. It will omit a further notice only in the limited circumstances permitted by section 17(6), not simply because the same requester has previously made a vexatious request.
- 6.19. An evidence log will record the objective features, context and impact of any request considered under section 14. The assessment will focus on the request, not label the requester as vexatious.
- 6.20. Where a FOIA request is estimated to exceed the appropriate limit, the school will first provide reasonable advice and assistance to help the applicant narrow or refocus it. The school may consider voluntary partial disclosure or an agreed above-limit charge, but the applicant is not automatically entitled to information merely because they offer to pay.
- 6.21. A materially refined request will normally be treated as a new request and assigned a new statutory deadline.
- 6.22. The FOI/EIR lead will retain a secure record of advice, assistance, searches, decisions and correspondence in accordance with the school's approved records retention schedule

7. Consultation with third parties

- 7.1. The school may consult a third party where this is reasonably necessary to understand the information, identify relevant interests or decide whether a lawful exemption or exception applies. Examples include:
 - When requests relate to persons or bodies who are not the applicant and/or the school
 - When the disclosure of information is likely to affect the interests of persons or bodies who are not the applicant or the school
- 7.2. The school will consider whether direct consultation is necessary, including where a contract provides for consultation. A contractual term does not determine the school's statutory disclosure duty.
- 7.3. Consultation will be proportionate. The school will not disclose the requester's identity to a third party unless this is necessary and lawful, and will take account of data-protection and confidentiality obligations.
- 7.4. A third party's views will be given appropriate weight, particularly where it created or supplied the information or can explain likely harm; however, those views must be assessed against the law and evidence.
- 7.5. The school remains responsible for the final decision. A third party does not have a veto over disclosure.
- 7.6. Where appropriate and lawful, the school may tell an affected third party before disclosure, but consultation or notification will not be allowed to cause an avoidable breach of the statutory deadline.
- 7.7. Where the school intends to release information that relates to a large number of third parties, the school will consider whether it would be more appropriate to contact a representative organisation who can express views on behalf of the third parties, rather than contacting each party individually. If no representative organisation exists, the school may also consider only notifying or consulting a sample of the third parties relating to the disclosure.
- 7.8. Decisions about representative consultation or sampling will be made case by case and documented.

Consultation correspondence and the reasons for the final decision will be retained as part of the request audit trail.

8. Internal reviews

- 8.1. Every substantive FOIA response will explain how to request an internal review and the right to complain to the ICO after the school's review. For EIR, the school will provide the statutory reconsideration procedure required by regulation 11.
- 8.2. A request for an internal review or EIR reconsideration should be made in writing to the school.
- 8.3. The school will normally require a FOIA internal-review request to be made within 40 working days of the initial response. An EIR reconsideration request must be made within 40 working days of the date on which the applicant considers the school failed to comply.
- 8.4. The school will acknowledge the review and give a target date. A FOIA review will normally be completed within 20 working days.
- 8.5. Where a FOIA review is complex, requires third-party consultation or involves a substantial volume of information, the school may extend the target but should complete it within 40 working days. An EIR reconsideration must be completed as soon as possible and no later than 40 working days after receipt.
- 8.6. Where clarification of the review grounds is genuinely necessary, the school will seek it promptly and explain the effect on the target date.
- 8.7. The review will be undertaken by a senior person who was not involved in the original decision and, where practicable, is of equal or greater seniority.
- 8.8. The review will reconsider both the handling of the request and the substantive decision, addressing the applicant's stated concerns and any procedural failure.
- 8.9. The applicant will receive a reasoned written outcome and the school will retain a record of the review, evidence considered and final decision.

8.10. Where the review results in disclosure, the information will be supplied with the review outcome where possible or the applicant will be given a prompt, specific date for supply.

8.11. The review outcome will state the right to complain to the Information Commissioner's Office and provide the current ICO contact route.

The ICO complaint route is available at <https://ico.org.uk/make-a-complaint/official-information-concerns-report/> and by post to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. The school will check current contact details when issuing a response.

9. Publication scheme

9.1. The Governing Body will adopt the ICO Model Publication Scheme in full and unedited and will publish and maintain a completed Guide to Information showing what information is routinely available, how it may be obtained and whether any charge applies.

9.2. The FOI/EIR lead will check the publication scheme and Guide to Information at least annually and update links, locations, charges and information promptly when they change.

The standalone policy may also be published for transparency, but publication of the completed Guide to Information and compliance with the model scheme are the statutory priorities.

10. Contracts and outsourced services

- 10.1. The school will identify information held by third-party contractors on behalf of the Governing Body and ensure that contracts support timely FOIA and EIR compliance.
- 10.2. Information held by a contractor is treated as held by the school where, on the facts and contractual arrangements, the contractor holds it on behalf of the Governing Body. Information held solely for the contractor's own purposes is not automatically held by the school.
- 10.3. When entering or renewing a contract, the school and contractor will record what information is held on the school's behalf, the school's access rights and the required response times.
- 10.4. Contracts will contain proportionate arrangements enabling the school to obtain, preserve and assess information held on its behalf in time to meet FOIA and EIR duties, including:
 - How and when the contractor should be approached for information and who the points of contact are
 - How quickly information should be provided to the school
 - How any disagreement about disclosure between the school and contractor will be addressed
 - How internal reviews, EIR reconsiderations and complaints to the ICO will be supported.
 - The contractor's responsibility for maintaining record keeping systems in relation to the information they hold on behalf of the school
 - The circumstances under which the school must consult with the contractor about disclosure and the process for doing so
 - The types of information which should not be disclosed and the reasons for this confidentiality, where appropriate
- 10.5. Confidentiality clauses and informal assurances will be drafted and applied with the understanding that they cannot override FOIA or EIR. Information will be withheld only where a statutory exemption or exception applies.

- 10.6. Any confidentiality expectation will be specific, justified, recorded and no wider than necessary.
- 10.7. Contractors must provide the school promptly with information they hold on its behalf, preserve relevant records after a request and support searches, consultation and review.
- 10.8. The school will respond to requests for information held by a contractor on its behalf. A contractor receiving such a request will pass it promptly to the school and preserve the relevant information.

Monitoring and review

10.9. The headteacher, FOI/EIR lead and Data Protection Officer will review the operation of this policy at least annually and whenever relevant legislation, ICO guidance, staffing, systems or school procedures change.

10.10. The policy will be submitted for formal review and approval at least every two years, or earlier where a material change or compliance issue requires it. It remains subject to headteacher and governing-body approval.

The request log will record at least the request and access regime, date received, clarification, statutory deadline, searches, information held, exemptions or exceptions, public-interest reasoning, fees, response date, review and ICO outcome.

Records will be retained securely and only for the period specified in the school's approved retention schedule.

The headteacher will ensure proportionate induction and refresher training for staff and governors, with role-specific training for the FOI/EIR lead, Data Protection Officer, internal reviewer and Chair of Governors.

Anonymised themes, timeliness, reviews, complaints and learning will be reported to the Governing Body at least annually. The school may publish a disclosure log for responses of wider public interest.

Guide to Information under the ICO Model Publication Scheme

The Governing Body adopts the ICO Model Publication Scheme in full. This Appendix is the school's Guide to Information and must be completed and published alongside the model scheme. It identifies information routinely available, how it can be accessed and any charge.

Information available from Christleton Primary School under the ICO Model Publication Scheme

This guide covers information the Governing Body currently holds. Where an item is not held, exempt, available from another public authority or not practicable for routine publication, the entry will state this and provide an alternative route where possible.

Information class and information normally available	How the information can be obtained	Cost
Class 1 — Who we are and what we do School contact details; headteacher and staffing structure; governing body membership/contact; Instrument of Government; school profile/prospectus; session times and term dates.	School website Request from the school via email	Website/inspection: free. Paper copy: see schedule.
Class 2 — What we spend and how we spend it Annual budget and financial statements; capital funding; audit information; expenditure over the ICO primary-school threshold where held and practical; pay ranges; governor allowances; procurement/contracts; pupil premium and other premiums.	Request from the school via email Governor Minutes (requested from school)	Website/inspection: free. Paper copy: see schedule.
Class 3 — What our priorities are and how we are doing School development priorities or publishable summary; Ofsted reports/action; assessment/performance information; statutory premium strategies; equality objectives; relevant impact assessments; consultations about the school's future.	School website Governor Minutes Request from the school via email	Website/inspection: free. Paper copy: see schedule.
Class 4 — How we make decisions Published admissions arrangements; governing-body and committee agendas/minutes for the current and previous three years, excluding confidential or exempt parts; public consultations and decision records.	School website Request from the school via email	Website/inspection: free. Paper copy: see schedule.
Class 5 — Our policies and procedures Current school policies; safeguarding and data-protection arrangements; equality/SEND; recruitment/HR; complaints; pay; records management and security; charging; information-access procedures.	School website Request from the school via email	Website: free. Paper copy: normally free to parents/carers where required; otherwise actual cost.
Class 6 — Lists and registers Publicly available registers; overt CCTV locations where publication is safe and appropriate; disclosure log; asset/information-asset information suitable for publication. Attendance registers and personal data are not included.	Request from the school via email	Inspection: free. Paper copy: see schedule.
Class 7 — The services we offer Curriculum and school services; extra-curricular and wraparound provision; lettings and chargeable services; newsletters, leaflets and publications; arrangements for paper copies.	School website	Website: free. Charges for services are stated with the service.
Additional information and datasets Other information routinely published and any dataset required to be published after request, where section 11/19 FOIA applies.	School website Request from the school via email	Normally free online; any lawful reuse or statutory fee will be stated.

Information excluded from routine publication remains subject to FOIA or EIR on request. Drafts, emails, notes, older versions and archived records are not automatically excluded; the school will apply the correct legislation to the information actually requested.

Schedule of charges

Type of charge	Description	Basis
Disbursement	Black-and-white photocopying: 10p pence per A4 sheet	Actual reasonable cost
Disbursement	Colour photocopying: 30p pence per A4 sheet	Actual reasonable cost
Postage	Royal Mail or other agreed delivery	Actual reasonable cost
Statutory or service fee	Where another enactment authorises a charge	In accordance with the stated legislation or published service charge
Accessible format	Reasonable adjustment required under equality law	No charge for the adjustment

FOI/EIR Request and Review Log

The log will be stored securely with access limited to staff who require it. It is an audit record and must not be published with requester-identifying or sensitive information.

[illegible]