



King David High School

Freedom of Information Policy

**Approved by: Board
Of Governors**

Date: November 2024

Last reviewed on: November 2024

Next review due by: November 2025

1. Introduction

- 1.1 The King David High School is committed to openness and transparency in the provision of information to the public.
- 1.2 This policy outlines our procedures for handling requests for information under the Freedom of Information Act 2000 (FOIA).

2. Purpose

- 2.1 The purpose of this policy is to ensure that all requests for information are handled in a fair and efficient manner, in accordance with the FOIA.

3. Scope

- 3.1 This policy applies to all recorded information held by The King David High School, regardless of format.
- 3.2 This includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

4. Responsibilities

- 4.1 The Headteacher is responsible for ensuring compliance with FOIA requests.
- 4.2 All staff are responsible for forwarding any FOIA requests they receive to the designated FOI officer promptly.

5. Handling Requests

5.1 Receiving Requests

- Requests must be made in writing (email or letter).
- Requests should include the requester's name, address, and a description of the information required.

5.2 Responding to Requests

- Acknowledge receipt of the request within 5 working days.
- Respond within 20 school days of receiving the request or 60 working days (if this is shorter)
- Provide the information unless an exemption applies.

5.3 Exemptions

Certain information may be exempt from disclosure under the FOIA. Exemptions include, but are not limited to, information relating to national security, personal data, or commercial interests.

6. Charges

- 6.1 The King David High School may charge a fee for providing information.
- 6.2 Any fee will be calculated in accordance with the FOIA guidelines and communicated to the requester before processing the request.

7. Complaints

- 7.1 If a requester is dissatisfied with the handling of their request, they may contact the Information Commissioner's Office (ICO) for assistance.

8. Review

- 8.1 This policy will be reviewed annually by the governing body to ensure it remains current and compliant with legislation.