

WAVERLEY PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

The Freedom of Information Act 2000: Section 19 gives you the right to ask any public sector organisation for all the recorded information they have on any subject. Anyone can make a request for information – there are no restrictions on your age, nationality or where you live. Your request will be handled under the Data Protection Act if you ask for information about yourself.

You can request information from publicly funded organisations that work for the welfare of the whole population, eg:

- [government departments](#)
- [local councils](#)
- schools, colleges and universities
- health trusts, hospitals and doctors' surgeries
- publicly funded museums
- the [police](#)

You can contact the school directly by letter or email to make a freedom of information (FOI) request. When making your request, you should include:

- your name
- an address where you can be contacted
- a detailed description of the recorded information you want

Most requests are free but you might be asked to pay a small amount for photocopies or postage. You will be told by the school in advance if a cost is incurred. You should receive the information within 20 working days. If the school needs more time, they will contact you and tell you when you can expect the information. Depending on the nature of your request, you can ask for all the information or just a summary.

Some sensitive information might not be available to members of the public. If this is the case, the school will tell you why they have withheld some or all of the information you requested. The school can turn down your request if they think it will cost them more than £450 to deal with your request. They might then ask you to be more specific so they can provide the information you're looking for.

If the school doesn't provide you with the information you request, you should first contact them and ask them to review their decision.

If you are still not satisfied, you can [complain to the Information Commissioner's Office](#).

Last Reviewed Oct 2019, Next Review: Oct 2021