



Rivertree Free School

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Article 16: *You have the right to privacy.*

Freedom of Information Policy

Policy Status: Statutory

Review Cycle: 2 Years

Owner: Headteacher

Date: February 2025

Approved by: LGB

Date: February 2025

Review Date: February 2027

Background

The Freedom of Information Act (FOI), came into force on 01 January 2005. It gives people the general right to request to see recorded information held by public authorities. The Act helps people to have a greater understanding of how public authorities perform their duties, make decisions and spend public money.

Procedures

How can requests be made:

- Requests must be made in writing, either by letter, fax or e-mail, clearly stating name and address of applicant and what information is requested
- There is no requirement to give a reason for the request
- The information may be asked for in any format e.g. paper or electronic
- Applicants will be told in advance if a fee will be charged

Provision of the Information

The information will be provided unless there is a valid reason for not doing so, but the reason for refusal will be given to the applicant. Should this reason not be acceptable, a request to reconsider may be made, and if still declined, the Information Commissioners Office may be asked to review the decision.

Where the information is to be provided, a response will be sent within 20 working days of receipt of the request, or an explanation as to when a reply will be made.

The school will keep records of all enquiries received, how they are dealt with, any decisions and reasons for them, and any complaints or appeals.

Some information may be readily available on the school's publication scheme (Appendix 1).

Appendix 1

Rivertree Free School Publications Scheme

- School Prospectus
- School Newsletters
- End of term reports
- Minutes of Governors meetings
- Home/school agreements
- Letters to parents
- Ofsted report