CROSSLEY STREET PRIMARY SCHOOL

Crossley Street Primary School

Freedom of Information

September 2026

Date of Policy approval :

Date of Policy review:

Policy approved by :

1. Freedom of Information Policy Background

Our school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

2. Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is governed by the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) as amended by the Data (Use and Access) Act 2025. Requests for access to such information will be governed in line with the requirements of this legislation.

Dealing with Requests

School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 school days from the date of request, or within 60 working days whichever is the sooner and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 school day period. Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).

School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

3. Adopting and Maintaining Publication Schemes

School has adopted a Publication Scheme in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

4. Relationship with the Data Protection Act 2018

School is under a legal duty to protect personal data under the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) as amended by the Data (Use and Access) Act 2025. We will carefully consider our responsibilities under this legislation before releasing personal information about living individuals, including current and former employees and pupils.

5. Responsibilities

School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body. All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

6. Contact Details

For advice and assistance please contact Mrs Viner, School Business Manager

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at www.informationcommissioner.gov.uk

Appendix 1: Published Guide to Information

Published Guide to Information		
Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: Hard copy: Available upon request – contact School	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website: Hard copy: Available upon request – contact School	Free 5p per page
Instrument of Government / Articles of Association	Website: Hard copy: Available upon request – contact School	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: Hard copy: Available upon request – contact School	Free 5p per page
Staffing structure	Website: Hard copy: Available upon request – contact School	Free 5p per page
School session times and term dates	Website: Hard copy: Available upon request – contact School	Free 5p per page

Address of school and contact details, including email address	Website: Hard copy: Available upon request – contact School	Free 5p per page
Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)		
Annual budget plan and financial statements	Hard copy: Available upon request – contact School	5p per page
Capital funding	Hard copy: Available upon request – contact School	5p per page
Financial audit reports	Hard copy: Available upon request – contact School	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: Available upon request – contact School	5p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	Hard copy: Available upon request – contact School	5p per page
Pay policy	Hard copy: Available upon request – contact School	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy: Available upon request – contact School	5p per page

Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy: Available upon request – contact School	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: Available upon request – contact School	5p per page
Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
School profile (if any) And in all cases: · performance data supplied to the English Government or a direct link to the data · the latest Ofsted report · post-inspection action plan	Website: Hard copy: Available upon request – contact School	Free 5p per page
Performance management policy and procedures adopted by the governing body	Hard copy: Available upon request – contact School	5p per page
Performance data or a direct link to it	Website: Hard copy: Available upon request – contact School	Free 5p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: Available upon request – contact School	5p per page
Safeguarding and child protection	Website: Hard copy: Available upon request – contact School	Free 5p per page

Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy/ decisions (not individual admission decisions)	Website: Hard copy: Available upon request – contact School	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: Available upon request – contact School	5p per page
Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: · information security policies · records retention, destruction and archive policies · data protection (including information sharing policies)	Website: Hard copy: Available upon request – contact School	Free 5p per page
Charging regimes and policies	Website: Hard copy: Available on request – contact School	free 5p
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: Hard copy: Available upon request – contact School	Free 5p per page
Disclosure logs	Inspection only – contact school	Free

Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	Website: Hard copy: Available upon request – contact School	Free 5p per page
Out of school clubs	Website: Hard copy: Available upon request – contact School	Free 5p per page
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters	Website: Hard copy: Available upon request – contact School	Free 5p per page