**Hedon Primary School - Freedom of Information (FOI) Process**

School receives FOI (01482 899327/d.winter@hedonprimaryschool.co.uk

(**20 school day deadline** commences) the first day starts after the date of receipt.

Please note: If the school is closed for the holidays you only count days where pupils are present or a 60 day deadline, whichever is the shorter time.

If not a FOI:

Advise requestor of the right regulation to make the request under or if usual course of business answer within normal deadlines. Liaise with Information Governance and Feedback Team if required.

Assign reference number to the request e.g. FOI001 and log on the spreadsheet.

Request passed to Mrs Winter

Checks to ensure this should be dealt with as a FOI request rather than a Subject Access Request or normal course of business.

Mrs Winter to ensure that the details of the request are clear and fully understand what the requester would like to receive.

Save copies of the original request, and any further correspondence in a dedicated folder (E.g. FOI001 Smith).

If you do not hold the information, inform the requestor of this.

Applicant informed that their request has been received and that they will receive the information within 20 school (working) days.

If you estimate that by responding to the requestor that you would exceed the cost limit of £450 i.e. it would take longer than 18 staff hours to collate the information, you can refuse or charge the requestor if they agree.

Information sent to requestor by letter or email.

Mrs Winter to start collating information requested.

Liaise with Information Governance and Feedback Team for help with exemptions or redactions.

Mrs Winter to review information and undertake redactions or exemptions if required.

Any secondary checks to be undertaken e.g. Head Teacher to have sight of the response before this is sent to the requester.

Be aware of timescales, there are no extensions available for FOI requests. If it would take longer than 20 days to respond to, then it should met the threshold for the cost limit and be refused in this way.

***Please note: The Information Governance and Feedback Team is available for advice on any FOIs***

***The School is responsible for ensuring FOIs are completed correctly and within timescale.***