Freedom of Information Policy

1. Introduction

1.1 The Freedom of Information Act (FOIA) 2000, which came fully into force on 1st January 2005, provides public access to information held by public authorities, which includes maintained schools and academies. It does this in two ways:

- Under Section 19 of the Act, public authorities are obliged to publish certain information about their activities, in the form of an approved publication scheme.
- Members of the public are entitled to request information from public authorities, subject to certain exemptions, to be supplied within twenty working days.

1.2 Any request for "environmental information" is required to be answered in accordance with the Environmental Information Regulations (EIR) 2004 rather than the FOIA.

1.3 Further information on these acts can be found here:

- Freedom of Information
- Environmental Information Regulations

1.4 The FOIA does not apply to personal data as this is covered by the Data Protection Act (DPA) 2018. Access to personal data should be made via a Subject Access Request and not a Freedom of Information Request.

2. Policy statement and objectives

2.1 Mapperley Plains is committed to the principles of accountability, transparency and the general right of access to information, subject to legal exemptions. We will make every effort to meet our obligations under the respective legislation, and this policy outlines how we manage our obligations for complying with the FOIA.

2.2 We have produced a publication scheme which sets out:

- the classes of information which we publish or intend to publish;
- the manner in which information is to be published, for example, online or in hard copy; and
- whether there is any charge for the information.

2.3 The publication scheme conforms to the model scheme for schools and academies published by the Information Commissioner's Office (ICO) in October 2021.

2.4 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either published on our website or available on request as hard copy or electronically.

2.5 The ICO would expect us to make the information in the publication scheme available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or EIR exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

3. Making a request for information under the publication scheme

3.1 If a requester needs a hard copy of any of the documents within the scheme, they should contact the school office by telephone, email or letter, giving clear details of the information requested. In order to help us process the request more quickly, we recommend clearly marking any correspondence "PUBLICATION SCHEME REQUEST". Contact details are set out below as well as on our website at: Contact details - Mapperley Plains Primary School

Email: Office@mapperleyplains.notts.sch.uk Tel: 0115 9649360 Address: Mapperley Plains Primary, Central Avenue, Mapperley, NG3 5LD

3.2 Information published on our website is free. However if the request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, then we will inform the requester of the cost before fulfilling the request.

4. Making a request for information under the Freedom of Information Act

4.1 If the required information is not available via our publication scheme, then a Freedom of Information (FOI) request is required. This must be in writing and must contain the requestor's name and contact details (either postal address or email address) as well as sufficient details to enable us to identify and locate the required information.

4.2 We are entitled to ask for more detail, if needed, to enable us to identify and locate the information sought. We will contact the requester as soon as possible and, as far as reasonably practicable, provide assistance to them to enable them to describe more clearly the information requested. Such assistance might include:

- providing an outline of the different kinds of information which might meet the terms of the request;
- providing access to detailed catalogues and indexes, where these are available, to help the applicant ascertain the nature and extent of the information held by us; or
- providing a general response to the request setting out options for further information which could be provided on request.

4.3 All FOI requests must be responded to by us within 20 school days or 60 working days (whichever is shorter) from receipt of a valid request. However, where further clarification has been asked for, the time for compliance will not begin until we have received the necessary information to allow us to answer the request.

4.4 Provided all requirements are met for a valid request to be made, we will provide the information that we hold (unless an exemption applies). If the information is held by another public authority, such as the Local Authority, we may transfer the request to them. We will continue to answer any parts of the enquiry in respect of information that we do hold.

4.5 Where we do not hold the information, we are not required to create or acquire it in order to answer the enquiry, although we must carry out a reasonable search to determine if this is the case.

4.6 A fee can be charged for providing information for an FOI request, which takes account of the staff costs and time for locating and retrieving the information, and whether this exceeds the threshold for complying with the request. The threshold is currently £450 with staff costs calculated at a fixed rate of £25 per hour (therefore 18 hours' work is required before the threshold is reached).

4.7 If a request would cost more than the threshold, then we are entitled to turn the request down, to answer and charge a fee, or answer and waive the fee.

4.8 If a request would cost less than the threshold, then we can only charge for the cost of informing the requester whether the information is held, and communicating the information to the requester (e.g. photocopying, printing and postage costs).

4.9 Where a fee is applicable under the legislation, we will advise the requester as promptly as possible. If they indicate that they are not prepared to pay the fee, we will consider whether there is any information that may be of interest to them that is available free of charge.

5. Exemptions

5.1 The presumption of the FOIA is that we should disclose information unless the Act provides a specific reason to withhold it. However, the Act also recognises the need to preserve confidentiality and protect sensitive material under certain circumstances.

5.2 We may refuse all or part of a request, if one of the following applies:

- there is an exemption to disclosure within the FOIA;
- the information sought is not held;
- the request is considered vexatious or repeated; or
- the cost of compliance exceeds the threshold.

5.3 A series of exemptions are set out in the Act which allow the withholding of information in relation to a request. Some are very specialised in their application and would not usually be relevant to us. There are two general categories of exemptions:

5.3.1 Absolute: where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest. Applicable exemptions are:

- information accessible to the requester by other means (for example by way of our publication scheme);
- national security/court records;
- personal information; or
- information provided in confidence.

5.3.2 Qualified: where, even if an exemption applies, there is a duty to consider the public interest test by considering if the public interest in applying the exemption outweighs the public interest in disclosing it. Applicable exemptions are:

- information requested is intended for future publication;
- reasons of national security;
- government/international relations;
- release of the information is likely to prejudice any actual or potential legal action or formal investigation;
- law enforcement (i.e. if disclosure would prejudice the prevention or detection of crime, the prosecution of offenders or the administration of justice);
- release of the information would prejudice our ability to carry out an effective audit of our accounts, resources and functions;
- for health and safety purposes;
- information requested is subject to legal professional privilege; or
- for “commercial interest” reasons;

6. Refusing to respond to a request

6.1 If it is decided to refuse a request, we will send a refusals notice, which must contain:

- the fact that we cannot provide the information asked for;
- which exemptions apply (where applicable);
- why the exemptions apply to this enquiry (if it is not self-evident);
- reasons for refusal; and
- details of how to complain;

6.2 We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal.

7. Complaints

7.1 We provide a right of complaint to all requesters in the event they are dissatisfied with the handling of their request. Any such complaints should be directed to our DPO at DPO@mapperleyplains.notts.sch.uk , who will make an independent assessment of the case.

7.2 If the requester remains dissatisfied then they can contact the ICO either via their helpline number 0303 123 1113 or via their website.

8. Policy Review

8.1 This policy is reviewed annually with reference to the relevant legislation or guidance in effect at the time. Further reviews will take place as required.

9. Appendix Information available from Mapperley Plains Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do *Information about us; our structures, locations and contacts*		
Contact details for the school/academy, postal and email address (if used)	Contact details - Mapperley Plains Primary School	
Head teacher's contact details	Contact via the school office – office@mapperleyplains.notts.sch.uk	
Who's who in the school	On website	
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Governors - Mapperley Plains Primary School	
Instrument of Government / Articles of Association	Governors - Mapperley Plains Primary School	
School prospectus	Prospectus - Mapperley Plains Primary School	
School session times and term dates	The School Day @ MPPS - Mapperley Plains Primary School Term Dates and Inset Days - Mapperley Plains Primary School	
Class 2 – What we spend and how we spend it *Financial information about projected and actual income and expenditure, procurement, contracts and financial audit*		
Annual budget plan and financial statements	Available on request: office@mapperleyplains.notts.sch.uk	
Capital funding	Available on request: office@mapperleyplains.notts.sch.uk	
Financial audit reports	Available on request: office@mapperleyplains.notts.sch.uk	
Details of expenditure items over £5000	Available on request: office@mapperleyplains.notts.sch.uk	
Staff pay – details of senior staff salaries in bands of £5,000	Available on request: office@mapperleyplains.notts.sch.uk	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Available on request: office@mapperleyplains.notts.sch.uk	

Information to be published	How the information can be obtained	Cost
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Available on request: office@mapperleyplains.notts.sch.uk	
Procurement and contracts we have entered into	Available on request: office@mapperleyplains.notts.sch.uk	
Details of any premiums we receive such as Pupil premium	Pupil Premium - Mapperley Plains Primary School Sports Premium - Mapperley Plains Primary School	
Class 3 – What our priorities are and how we are doing *Strategies and plans, performance indicators, audits, inspections and reviews*		
Annual Report	Available on request: office@mapperleyplains.notts.sch.uk	
Latest reports from Ofsted - Summary - Full report - Post-inspection action plan	Ofsted - Mapperley Plains Primary School	
Exam and assessment results	School Performance Data - Mapperley Plains Primary School	
Performance tables	School Performance Data - Mapperley Plains Primary School	
The school's/academy's future plans; e.g. proposals for and any consultation on the future of the school/academy, such as a change in status	Available on request: office@mapperleyplains.notts.sch.uk	
School profile and performance data supplied to the Government	Available on request: office@mapperleyplains.notts.sch.uk	
Data Protection Impact Assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc.), as appropriate and relevant	Available on request: office@mapperleyplains.notts.sch.uk	
Class 4 – How we make decisions Decision making processes and records of decisions *current and previous three years as a minimum*		
Admissions policy and, where applicable, admission decisions	Admissions - Mapperley Plains Primary School	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it	Available on request: office@mapperleyplains.notts.sch.uk	

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures *Current written protocols, policies and procedures for delivering our services and responsibilities*		
School policies and other documents, such as behaviour policy, anti-bullying policy, e-Safety, values and ethos etc.	Policies - Mapperley Plains Primary School	
Safeguarding and child protection, including protecting children's personal data	Policies - Mapperley Plains Primary School	
Equality and Diversity	Policies - Mapperley Plains Primary School	
Policies and procedures relating to recruitment and human resources	Available on request: office@mapperleyplains.notts.sch.uk	
Special educational needs	Policies - Mapperley Plains Primary School	
Complaints policies and procedures	Policies - Mapperley Plains Primary School	
Pay Policy	Available on request: office@mapperleyplains.notts.sch.uk	
Records management	Available on request: office@mapperleyplains.notts.sch.uk	
Data protection	GDPR - Mapperley Plains Primary School	
Charging regimes and policies	Policies - Mapperley Plains Primary School	
Class 6 – Lists and Registers *Currently maintained lists and registers only (this does not include the attendance register)*		
Curriculum circulars and statutory instruments	Available on request: office@mapperleyplains.notts.sch.uk	
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Available on request: office@mapperleyplains.notts.sch.uk	
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	Available on request: office@mapperleyplains.notts.sch.uk	
Asset register and Information Asset register	Available on request: office@mapperleyplains.notts.sch.uk	
Any information we are currently legally required to hold in publicly available registers	Available on request: office@mapperleyplains.notts.sch.uk	
Class 7 – The services we offer *Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses*		
Extra-curricular activities	Available on request:	

Information to be published	How the information can be obtained	Cost
	office@mapperleyplains.notts.sch.uk	
Out of school clubs	Available on request: office@mapperleyplains.notts.sch.uk	
Services for which we are entitled to recover a fee, together with those fees	Available on request: office@mapperleyplains.notts.sch.uk	
Requests for paper copies of information	Available on request: office@mapperleyplains.notts.sch.uk	
Our publications, leaflets, books and newsletters	Available on request: office@mapperleyplains.notts.sch.uk	

Schedule of charge

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ POA per sheet (black & white)	Actual cost incurred
	Photocopying @ POA per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Document Control

Date modified	Description of modification	Modified by
April 2025	Updated policy	J Hill