



# Hawthorn Primary School

## Freedom of Information (FOI) Policy



**' Where Every  
Child Matters '**

## 1. Introduction

This policy outlines how Hawthorn Primary School complies with the Freedom of Information Act 2000 (FOIA), which gives the public the right to access information held by public authorities, including schools.

## 2. Aims and Objectives

- To ensure that information requested under FOIA is provided promptly and legally.
- To promote transparency and accountability in school operations.
- To support the school's commitment to open governance.

## 3. Scope of the Policy

This policy applies to all recorded information held by the school, regardless of format. It covers:

- Governance documents
- School policies and procedures
- Financial and performance data
- Curriculum information
- Staff structure and responsibilities

## 4. The Publication Scheme

In line with the Information Commissioner's Model Publication Scheme, Hawthorn Primary School makes the following categories of information routinely available:

- **Who we are and what we do** (e.g. staff structure, governing body details)
- **What we spend and how we spend it**
- **What our priorities are and how we are doing**
- **How we make decisions**
- **Our policies and procedures**
- **Lists and registers**
- **The services we offer**

The publication scheme is available on the school website or in hard copy on request.

## 5. Making a Request

Anyone can make a written request for information. Requests should:

- Be in writing (email or letter)
- Include the name and contact address of the requester
- Clearly describe the information requested

Requests should be sent to:

**FOI Officer / School Business Manager**

Hawthorn Primary School

Hawthorn Road East,  
Llandaff North,  
Cardiff,  
CF14 2LR

Or via email

hawthornprm@cardiff.gov.uk

## 6. Responding to Requests

- The school will respond within **20 school days** or **60 working days**, whichever is shorter.
- If the request is unclear, the school will contact the requester for clarification.
- The school may charge a fee if the request exceeds the cost threshold set by FOIA.
- Some information may be withheld under exemptions (e.g., personal data, safeguarding concerns).

## 7. Charges and Fees

- Most information will be provided free of charge.
- Charges may apply for printing, photocopying, postage, or if the cost of locating information exceeds the statutory limit (£450).

## 8. Exemptions

The school may refuse a request if:

- It falls under an exemption (e.g., personal data, confidential information)
- The cost of compliance exceeds the statutory limit
- The request is vexatious or repeated

## 9. Complaints Procedure

If you are dissatisfied with the response, you should write to:

**The Headteacher / Chair of Governors**

If still dissatisfied, you may contact the **Information Commissioner's Office**:

**ICO Wales**

2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

<https://ico.org.uk>

## 10. Review and Monitoring

This policy will be reviewed every 2 years by the Governing Body and updated in line with legal requirements and best practices.