Winnall Primary School

Freedom of Information Policy

Ratified by FGB: July 2026

Review due: July 2027

Introduction

Winnall Primary School is committed to openness and transparency and complies with the requirements of the Freedom of Information Act 2000 (FOIA).

This document explains:

- How the school responds to Freedom of Information (FOI) requests
- How the school makes information routinely available

ICO Model Publication Scheme (Statutory Requirement)

The school has adopted the Information Commissioner's Office (ICO) Model Publication Scheme.

- The model scheme is adopted without amendment, as required by law
- It is published on the school website, or a statement of adoption is provided
- The scheme sets out the classes of information that public authorities must make available

This policy should be read alongside:

- The ICO Model Publication Scheme
- The school's Guide to Information

Guide to Information (School-Specific Information)

In addition to the ICO model scheme, the school provides a Guide to Information, which explains:

- The specific information routinely published by the school
- Where it can be accessed (e.g. school website or paper copy)
- Whether there are any charges

The school makes information available under the following broad categories:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Further detail is available via the school website or on request from the school office.

Roles and Responsibilities

- The Governing Body is responsible for maintaining compliance with FOIA
- The Headteacher has overall responsibility for implementation
- The School Office manages day-to-day FOI requests

Requests for Information (FOI Requests)

If information is not available via the website or Guide to Information, a request can be made.

Requests must:

- Be made in writing (email or letter)
- Clearly describe the information required

Contact details:

- Email: adminoffice@winnall.hants.sch.uk
- Telephone: 01962 853889
- Address: Winnall Primary School, Garbett Road, Winchester, SO23 0NY

Timescales

- The school will normally confirm within 5 working days whether the information is held
- The information will be provided within 20 working days, in accordance with FOIA

When Information May Not Be Provided

The school may refuse a request where:

- The information is not held
- An exemption under FOIA applies
- The request exceeds the statutory cost limit

Where appropriate, the school will:

- Explain the reason for refusal
- Provide advice on how the information may be accessed elsewhere

Charges

Most information is provided free of charge.

Charges may apply for:

- Printing and photocopying

- Postage
- Providing information in an alternative format

Where applicable:

- Charges will be communicated in advance
- Information will be provided upon receipt of payment

The school will not normally charge for alternative formats required under the Equality Act 2010.

Cost limit

The school is not required to comply with requests that exceed the statutory limit of £450 (equivalent to 18 hours of work).

Complaints

If you are dissatisfied with the handling of a request, you should contact:

The Headteacher
Winnall Primary School

If the issue is not resolved, you may escalate to:

- The Chair of Governors

Further complaints can be made to:

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: Information Commissioner's Office