

# Freedom of Information Policy

## Overstone Primary School

**Overstone Primary School** follows the Northamptonshire County Council Guidelines for maintained schools on the implementation of the Freedom of Information Act 2000. These guidelines incorporate the Model Publication Scheme for local authorities developed by the Information Commissioner's Office.

The **Governing Body** has delegated to the **Headteacher** day-to-day responsibility for FOIA provisions.

**The Governing Body has designated** Andrew Halliwell as the **Named Person Governor** to deal with any enquiries under this heading.

**The School Bursar** will keep a record of any requests received and dealt with under this heading. Please see the attached **Register of Requests Received under the FOIA** for further details of requests dealt with under this heading.

The governing body will not normally charge a fee for complying with requests, but in the event that this is deemed to be necessary, written notice will be given to the person before the information requested is supplied.

This policy is reviewed annually and was last approved on 24<sup>th</sup> January 2019  
JM/HA  
Revised January 2019

Overstone Primary School

**Register of Requests Received and  
Dealt with under the heading of  
Freedom of Information Act**

6 <sup>th</sup> January 2014	Letter dated January 2014 received on 6 <sup>th</sup> Jan from NASUWT (The Teachers' Union) asking if school operates a school fund to which parents are asked to make a financial contribution.
7 <sup>th</sup> January 2014	Form completed by Bursar (saying No), shown to Head-Teacher and returned in pre-paid envelope.
9 <sup>th</sup> June 2017	Email from John Smith ( <a href="mailto:john@pearl.soap.com">john@pearl.soap.com</a> ) asking for budget information for 2016 and 2017.
12 <sup>th</sup> June 2017	Email reply from Bursar giving information requested - £558,312 and £521,312 repectively.

These are the only known Requests received under this heading as at 24<sup>th</sup> January 2019

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