



MERRIOTT & HASELBURY PLUCKNETT PRIMARY SCHOOLS FEDERATION

Merriott & Haselbury Plucknett Primary Schools Federation

FREEDOM OF INFORMATION PUBLICATION SCHEME,

including EXPLANATORY NOTE

For Information Only – Merriott Primary School

Reviewed	January 2025
Next Review	January 2026
Data Protection Lead	Lois Bowery, office@merriottprimaryschool.co.uk
Data Protection Officer	Amy Brittan, dposchools@somerset.gov.uk

Freedom of Information request policy

- 9.1 The Local Governance Board of Merriott & Haselbury Plucknett Primary Schools Federation is committed to openness and transparency and this guidance sets out the procedures and obligations on the Federation when a Freedom of Information request is received.
- 9.2 The Freedom of Information Act allows anyone to request information without giving a reason. The request must state the name and address of the person as well as what information they are seeking. When a request is received this will be considered and the information, if held, will be provided unless one of the exemptions in the Act applies.
- 9.3 **Making requests:** Requests for information should be made clear and addressed to Data protection Lead at office@merriottprimaryschool.co.uk
- 9.4 **Responding to requests:** Any request made to Merriott & Haselbury Plucknett Primary Schools Federation will be complied with in accordance with the time limits in the Act. For schools, this is 20 school days (i.e. not including weekends, holidays or school closure days) or 60 working days if this is shorter. The Federation will inform the DPO of the request.
- 9.5 **Charges:** The Merriott & Haselbury Plucknett Primary Schools Federation will respond to most requests free of charge, and only charge where significant costs are incurred. The Federation may choose to charge a fee for complying with requests for information under FOI. The fees will be calculated according to FOI regulations and the person notified of the charge before information is supplied. The Merriott & Haselbury Plucknett Primary Schools Federation reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum.
- 9.6 **Exemptions:** Whenever a request for information is received it will be reviewed with consideration given to whether one of the exemptions set out in the Act applies. Common exemptions include the data protection of others, confidentiality, the request going beyond the costs limit and prejudice being caused to the effective conduct of public affairs. There are other exemptions that may also be relevant. Where an exemption is being relied on to prevent disclosure of information, we would inform you that this is the case in our refusal notice.
- 9.7 **Publication scheme:** The Merriott & Haselbury Plucknett Primary Schools Federation has adopted the Information Commissioner's model publication scheme and explanatory note, stating what information can be accessed and the process for accessing information.
- 9.8 **Complaints:** Anyone who has made an FOI request to the Merriott & Haselbury Plucknett Primary Schools Federation and who is not happy with the response that has been received can have an internal review of how their request has been handled. This will be generally carried out by a senior member of staff who was not involved in the initial request response. If a requester wishes to have an internal review, this should be requested within two months of the initial decision being communicated. Once an internal review request is received, we aim to conclude the review and communicate the outcome of this within 20 school days. Following an internal review, if the requester is still not happy with the response, they have the right to complain to the Information Commissioner's Office.
- 9.9 The process and record keeping for FOI requests is given in **Appendices 1 & 2**

Appendix 1: Freedom of Information request process

On receiving a Freedom of Information Request, which must be made in writing, the DPO or the school will:

- inform the DPL in the school (and the Headteacher if necessary);
- contact the DPO for clarity on the request and procedure, and a sample response
- record the details of the request, updating this record where necessary (see next page);
- reply to the requestor informing receipt of the request asking for clarity if there is confusion about which data is required;
- decide that if the material is already published or falls within an exemption;
- if data is not going to be published inform the requestor why this is not being released;
- identify the people responsible for gathering the necessary data;
- gather the data indicating a deadline;
- examine the data for redactions making sure there is no 'bleeding' of data;
- ask the requestor for an address and time for delivery.

The whole process should take no longer than **20 school days** (i.e. not including weekends, holidays or school closure days) or **60 working days** if this is shorter.

The Freedom of Information requests are held at Merriott Primary School or Haselbury Plucknett Church of England Primary School.

Appendix 2: Freedom of Information Request Record

Name of person who made request: _____

Date request received: ____/____/____

Contact DPO (dposchools@somerset.gov.uk): ____/____/____

Date acknowledgement sent: ____/____/____

Name of person dealing with request: _____

	Notes (Overwrite the statements in grey)
Are they entitled to the data?	If no reply stating reasons
Do you understand what data they are asking for?	If no, ask requestor for clarity
Identify the data	What data sources, where they are kept
Collect the data required	You may need to ask others – state a deadline in your request.
Do you own all the data?	If no, then refer them to the correct agency
Do you need to exempt/redact data?	Could the data identify individuals Are any of the answers less than 5 people – use '5 or less including zero)? Are their commercial sensibilities?
Is the data going to be ready in time?	Record delays and reasons. Communicate with requestor stating reason for delay and asking if they would like the data you have collected so far.
Create pack	Make sure that the data is in an easy to access format: paper, word, excel etc.
Inform requestor you have the data	Ask them how they would like it delivered
Deliver data	Ask for confirmation/special delivery?

At all stages, your DPO or DPL will be able to provide you with advice.

Date request completed:

(Within 20 days of request)

Signed off by:



MERRIOTT & HASELBURY PLUCKNETT PRIMARY SCHOOLS FEDERATION

Merriott Primary School

Information that can be accessed online is free. Hard copies are chargeable at 5p per printed page.

Information	How the information can be obtained	Cost
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Who we are and what we do (organisation information, structures and contacts – current information only)

Who's who in the school	https://www.somerset.org.uk/sites/merriott/Pages/Our-Staff.aspx	Free
Who's who on the local governance committee and the basis of their appointment	https://www.somerset.org.uk/sites/merriott/Pages/Governors.aspx	Free
Instrument of Local Governance	Hard copy only	5p per page
Contact details for the Headteacher and for the local governance committee, via the school.	Local Governance Committee: https://www.somerset.org.uk/sites/merriott/Pages/Governors.aspx Headteacher: https://www.somerset.org.uk/sites/merriott/Pages/Contact-Us.aspx	Free
Staffing structure	https://www.somerset.org.uk/sites/merriott/Pages/Our-Staff.aspx	Free
School session times and term dates	https://merriottfirstschool.co.uk/term-dates/ https://merriottfirstschool.co.uk/school-day/	Free
Address of school and contact details, including email address	https://www.somerset.org.uk/sites/merriott/Pages/Contact-Us.aspx	Free

What we spend and how we spend it: financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (current and previous financial year, as a minimum)

Annual budget plan and financial statements	Hard copy only	5p per page
Capital funding	Hard copy only	5p per page
Financial audit reports	Hard copy only	5p per page
Pay policy	Hard copy only	5p per page
Governors' allowances	Hard copy only	5p per page

What our priorities are and how we are doing: strategies and plans, performance indicators, audits, inspections and reviews (current information, as a minimum)

School profile • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report	https://www.compare-school-performance.service.gov.uk/school/123654/merriott-first-school/primary https://reports.ofsted.gov.uk/provider/21/123654	Free Free
Performance management/staff appraisal policy and procedures adopted by the governing body	Hard copy only	5p per page
School Improvement Plan	Hard copy only	5p per page

How we make decisions, processes and records of decisions (current and previous three years, as a minimum)

Admissions policy/ decisions (not individual admission decisions)	https://www.somerset.gov.uk/education-and-families/school-admissions-policy/	Free
Agendas and minutes of meetings of the Local Governance Committee (N.B. this will exclude information that is properly regarded as 'Part 2 – confidential')	Hard copy only	5p per page

Our policies and procedures (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)

Records management and personal data policies, including: • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies)	https://www.somerset.org.uk/sites/merriott/Pages/Policies.aspx	Free
School policies	https://www.somerset.org.uk/sites/merriott/Pages/Policies.aspx	Free

Lists and registers (currently maintained lists and registers only; this does not include the attendance register)

Asset register	Inspection only – please contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – please contact school	Free

Services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)

Extra-curricular activities including out of school clubs	https://www.somerset.org.uk/sites/merriott/Pages/Clubs-Sports.aspx	Free
School newsletters & publications	Please contact school for latest editions	Free