



Stonesfield Primary School Freedom of Information Policy

1. Introduction

Stonesfield School is committed to observing the principles set out in the Freedom of Information Act 2000.

This policy sets out the classes of information which Stonesfield School currently publishes and the manner in which it is published.

Some information, for example personal data, may not be made public.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child and
- help every child develop the skills, knowledge and personal qualities needed for life and work.

3. How to request information

If you require a paper version of any document within this policy, please contact the school. Contact details below, or visit our website at <http://www.stonesfield.oxon.sch.uk/>

Email: office.2353@stonesfield.oxon.sch.uk

Tel: 01993 891687

Address: Stonesfield School, High Street, Stonesfield, Witney, Oxfordshire. OX29 8PU

To help us process your request, please mark correspondence **“FREEDOM OF INFORMATION REQUEST”** (in CAPITALS please)

4. Paying for information

Information published on our website is free.

Single copies of information covered by this publication are provided free. If your request requires significant preparation, or postage costs, we will levy a charge and let you know the cost before fulfilling your request.

5. The School Website

There is a great deal of information on the School website. If you cannot find the information that you are looking for on our website then please contact the school office.

Many of our School policies are available to download from our school website, but some (clearly marked) are only available on written request.

Stonesfield School adheres to all Oxfordshire Local Authority policies relating to staffing and HR. These can be accessed via <http://schools.oxfordshire.gov.uk/cms/>

The following documents are also available on the School website

- Instrument of Government
- Minutes of the past year of Full Governing Body Meetings.
- The most recent Ofsted Report
- School session times and term dates

6. Feedback and Complaints

If you have comments about this publication policy, require further assistance or wish to make a complaint, please contact the school:-

Stonesfield School

High Street

Stonesfield

Oxfordshire OX29 8PU

01993 891587

If you are not satisfied with the response or if we have not been able to resolve your complaint and you wish to lodge a formal complaint about freedom of information and Stonesfield School please follow this link to the Information Commissioners Office at <https://ico.org.uk/for-the-public/raising-concerns/> You can follow the advice on this page, or you can call the ICO helpline on 0303 123 1113.