


Freedom of Information Policy

Date approved	September 2022	Approved by	Executive Headteacher
Review cycle	1 year	Signature	
Date for review	September 2023	Author	Helen Buckley

1. Scope

1.1 This policy applies to all stakeholders

2. Principles

2.1 Kingsmead and Newton's Walk (The School) values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT and SHINE. We will explore reasonable adjustments in applying this procedure to employees with a disability.

3. Practice

3.1 Any freedom of information request received directly by the school will be directed to Derby City Council where there is a specific department that deals with these requests.

3.2 Information for FOI can be found on the following link

<https://www.derby.gov.uk/council-and-democracy/open-data-freedom-of-information/freedom-of-information-environmental-information-regulations/#page-1>