



FREEDOM OF INFORMATION ACT

To enable openness and transparency whilst at the same time recognising the need to restrict or prevent disclosure where might cause harm, put at risk the safeguarding of pupils or otherwise be against public interest, the Freedom of Information Act specifies what information can be recorded and held by schools and other public bodies. Under the provisions of the Act, parents/carers can request access to some information held by Bourn Church of England Primary Academy.

Before making any request for information you should check whether the information you require is already published on the Academy's website. Where information is not already available through the publication scheme, the Freedom of Information Act allows members of the public to request information in writing. If Bourn Primary cannot disclose the information you have asked for the Academy will tell you what exemption(s) apply and why it is believed they are applicable.

How to Make a Freedom of Information Request

You can make a Freedom of Information (FOI) request by writing to Bourn Church of England Primary Academy, Riddy Lane, Bourn, Cambridge, CB23 2SP. Unfortunately, you cannot make an FOI request over the telephone.

Your request should include your name and an address for our response (this can be an e-mail address). Please specify clearly what information you would like to access.

If we hold the information requested and there is no reason why we are unable to comply with your request we will send you the information within 20 working days, as required under the Act.

If you are dissatisfied with our response or the way your request has been dealt with, you can contact the Head Teacher to ask for a review. After receiving the outcome of that review, if you are still dissatisfied you may ask the ICO to consider your complaint: <http://www.ico.org.uk/complaints>. Please note that you must first pursue your right of appeal through the Academy's review procedure before approaching the ICO.

Further Information

For more information about the Freedom of Information Act, including information about exemptions, please go to the Information Commissioner's Office website: <http://www.ico.org.uk/>