Westfield School
Headteacher: Ms Nicki Gilbert
Chair of Governors: Eric Williams

How can I obtain information from Westfield School?

Our School routinely publishes a lot of information. This can be viewed on our Publication Scheme available through the school website **www.westfield.hereford.sch.uk**

If you cannot find the information you are looking for here, you could consider submitting a Freedom of Information Act or Environmental Information Regulations request in order to obtain it.

What is the Freedom of Information Act and the Environmental Information Regulations?

Under the Freedom of Information Act (FOIA) you have a right to request any recorded information held by a public authority, such as a school. The Environmental Information Regulations (EIR) gives you the right to request recorded environmental information held. You can ask for any information you think a public authority may hold in a recorded format such as information held in computers, in emails, and in printed and handwritten documents, as well as images, video and audio recordings. The legislation does not cover memories, recollections or opinions on a matter.

The FOIA and EIR does not give you a right to access personal information that the School may hold about you or someone else – that is covered under data protection legislation. If you wish to make a request for personal information, please see the following https://www.westfield.hereford.sch.uk/js/plugins/filemanager/files/GDPR%20Policy%20May%202018.pdf

How do I submit a request?

FOIA requests must be made in writing (email is acceptable). EIR requests can be made verbally or in writing. When submitting a request you must provide your name, address and details of the information you are seeking. You do not have to say why you want the information or what you plan to do with it. However, it will speed up the process if you are as clear and specific as possible about the information you want.

What will it cost?

The School will not normally make any charges for providing information to you in electronic format, however, there may be a charge if you require paper copies. Further details of our

charging policy can be found **www.westfield.hereford.sch.uk.** In accordance with the FOIA, the School is not obliged to provide information where the cost of compliance would exceed the cost limit set by the Act.

What format can I request information in?

You can express a preference regarding the format you would like to receive the information in. However, the School may take into account the cost of supplying the information in your preferred format.

Where do I send my request?

If you would like to make a request for information under the FOIA or EIR, that is not available through the Publication Scheme, you can do so by one of the following options:

You can write to us:

Zoe Burge – School Business Manager

Westfield School, Ryelands Road, Leominster, HR6 8NZ

Or email: zburge@westfield.hereford.sch.uk

Or telephone (for EIR requests only): 01568 613147

What happens next?

We will acknowledge receipt of your request and confirm when you can expect to receive a response. We will respond to your request within 20 working days following receipt, excluding any day which is not a school day (this equates to a period of 20 school days), or 60 working days, whichever is the shorter period.

In our response we will confirm or deny whether the information you have requested is held by the School, and either provide the information or explain why it has not been provided. There are sometimes valid reasons (called exemptions) why the information needs to be withheld, and if that is the case we will explain our reasons for withholding information.

The School also has a duty to advise and assist requesters. This duty might include, for example, helping you to focus your request more clearly so that you obtain the information you want for the least possible cost, or by directing you to other information sources if needed.

What if I am dissatisfied with the outcome of my request?

If you are not satisfied with how your request has been handled you can request the School carry out an internal review. Further details of our review procedure can be found here www.westfield.hereford.sch.uk If you are still not satisfied following this review, you may complain to the Information Commissioner's Office.

Don’t forget!

- Check the Publication Scheme and the School’s website first, in case the information that you need is already available there.
- If you do submit a request for the information you should describe the information you need as clearly as possible – if your request is too broad or unclear, we may need to ask you to be more specific, and this may delay our response.
- You should include your name and an address for a response.
- The FOIA and EIR does not give you the right of access to personal information about yourself or others – that is covered under data protection legislation.
- We’ll aim to respond to your request within the legal timeframe of 20 working days, excluding any day which is not a school day (this equates to a period of 20 school days), or 60 working days whichever is the shorter period.
- You might not always receive the information you request as there are sometimes valid reasons why some kinds of information will be withheld. When this is the case, we will explain our reasons for withholding the information and give you details of how to appeal.