



Vision for life and learning at Oratory Primary

Our aim is to nurture in our children a strong sense of self belief, to be loving and considerate with others, and keen to make the most of the years which stretch before them to do good.

Our motto is not an idle one, it is the essence of our school:

We work together, we play together, we laugh together, we pray together:

In Faith: We provide an environment where children are enabled to build on and deepen their relationship with God. Opportunities for prayer, reflection, and liturgy allow pupils to live and grow together as Catholics.

In Community: We appreciate the expert knowledge that parents have of their children's strengths and needs and invite families to share that knowledge with us. A strong partnership between home and school is vital in ensuring children achieve their personal best.

In Learning: We recognise that all children have particular abilities and aptitudes to be nurtured and celebrated. We encourage our pupils to become independent thinkers, and reflective learners, secure in the knowledge that with focus, endeavour and support, they can achieve their academic and creative potential.

In Life: We give our pupils a safe environment in which to build skills for their futures. We encourage them to adopt healthy lifestyles, respect the environment and be responsible citizens.

In Love: We teach our pupils to show kindness, respect and forgiveness. We celebrate our place in God's family by supporting one another and facing challenges together.

FREEDOM OF INFORMATION POLICY

Spring 2026 – Spring 2027

Introduction

This policy sets out how Oratory Primary School complies with its duties under the Freedom of Information Act 2000 (FOIA).

The Act gives members of the public the right to request access to recorded information held by public authorities, including maintained schools and academies.

The school is committed to openness, transparency and accountability, while ensuring that confidential and personal information is protected in accordance with data protection legislation.

Scope

This policy applies to all recorded information held by the school, regardless of format, including:

- Paper records
- Electronic files
- Emails
- Photographs
- Audio and video recordings
- Contracts and financial records

It covers information held by school staff and governors acting in their official capacity.

Publication Scheme

The school has adopted the model publication scheme issued by the Information Commissioner's Office (ICO).

The publication scheme sets out information that the school routinely makes available to the public, including:

- School prospectus
- Policies and procedures
- Governing body information
- Ofsted reports
- Curriculum information
- Financial information

Much of this information is available on the school website.

Where information is not published online, it can be requested from the school office.

Making a Freedom of Information Request

Any person can make a request for information. Requests must:

- Be in writing (including email)
- Include the requester's name
- Provide an address for correspondence (email is acceptable)
- Clearly describe the information requested

Requests should be sent to:

The Headteacher
Oratory Primary School, Bury Walk, SW3 6QH

Email: info@oratory.rbkc.sch.uk

The school will acknowledge requests promptly.

Timescales

The school will respond within 20 school days or 60 working days (whichever is shorter), as required under the Freedom of Information Act 2000.

Where clarification is required, the response time will pause until clarification is received.

Fees

Most information will be provided free of charge.

The school may charge a reasonable fee to cover:

- Photocopying
- Printing
- Postage
- Staff time where the cost limit is exceeded

If the cost of compliance exceeds the statutory limit (£450, calculated at £25 per hour), the school may refuse the request or ask the requester to refine it.

The requester will be informed of any fee before the information is provided.

Exemptions

The Act contains exemptions that may prevent disclosure. These include (but are not limited to):

- Personal data (protected under data protection legislation)
- Information intended for future publication
- Commercially sensitive information
- Information that would prejudice the effective conduct of public affairs
- Safeguarding-related information

Where an exemption applies, the school will explain the reason for refusal and provide details of the exemption relied upon.

Relationship with Data Protection

Requests for a person's own personal data are not dealt with under FOIA but under data protection legislation as a Subject Access Request.

Where a request includes third-party personal data, the school will consider whether disclosure would breach data protection principles.

Vexatious or Repeated Requests

The school may refuse requests that are:

- Vexatious
- Repeated
- Manifestly unreasonable

The school will provide written reasons where a request is refused on these grounds.

Internal Review

If a requester is dissatisfied with the response, they may request an internal review within 40 working days of receiving the response.

The internal review will be conducted by a senior member of staff or governor not involved in the original decision.

The school will aim to respond to internal review requests within 20 working days.

Complaints

If the requester remains dissatisfied after the internal review, they have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

Records Management

The school maintains a records retention schedule to ensure information is retained and disposed of appropriately.

Good records management supports the school's ability to respond effectively to Freedom of Information requests.

Responsibilities

The Headteacher has overall responsibility for ensuring compliance with this policy.

The School Business Manager manages the day-to-day handling of requests.

All staff are responsible for cooperating with information requests and ensuring that records are maintained appropriately.

Monitoring and Review

This policy will be reviewed annually by the Governing Body to ensure ongoing compliance with legislation and best practice guidance.

Approved by the Governing Body on: 24th February 2026

Signed (Chair of Governors): _____

Signed (Headteacher): _____