

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

CRAYFORD

FREEDOM OF INFORMATION

SUMMER 2017

To be reviewed: Summer 2018
Teaching and Learning
Mr M Lawrence

Mission Statement

The teachers and governors of St. Joseph's provide a broad, balanced curriculum to enable each child to achieve the highest standards of education in a Catholic ethos.

THE AIMS OF ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL ARE:

- to nurture the uniqueness of each individual as a member of God's family
- to ensure that the Catholic faith is at the heart of the whole school experience
- to create a well ordered supportive environment in an atmosphere conducive to learning where every child feels confident and safe.
- to create an atmosphere of reconciliation, where pupils can accept the consequences of their own actions, and be encouraged to make more responsible future choices
- to deliver a relevant curriculum with equal access for all pupils
- to encourage and support each child to achieve the highest standards of which they are capable
- to encourage each child to become a concerned compassionate member of society determined to promote justice and peace
- to promote good working relationships based on mutual cooperation and trust
- to provide a welcoming place for parents
- to work in harmony with the parish and the local community.

Freedom of Information Policy

This publication scheme commits St Joseph's Catholic Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by St Joseph's Catholic Primary School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

- The scheme commits St Joseph's Catholic Primary School:
- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

St Joseph's Catholic Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by St Joseph's Catholic Primary School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

If you require any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: admin@st-josephs.bexley.sch.uk

Tel: 01322 524162

Fax: 01322 526749

Contact Address: St Joseph's Catholic Primary School, Old Road, Crayford, Kent, DA1 4DZ

To help us process your request quickly, please clearly mark any correspondence "**MRS J SINCLAIR – HEAD TEACHER - PUBLICATION SCHEME REQUEST**" (in CAPITALS please).

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free. Photocopying is calculated at 10p per copy. Requests for documents over £2.00 will be charges for. Postage over £2.00 will be charged for. We will let you know the cost for fulfilling your request before actioning.

The method by which information published under this scheme will be made available

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts)	School website, School Prospectus, School Newsletters
School staff and structure – names of key personnel	School Website, School Prospectus
Governing body – names and contact details of the governors and the basis of their appointment	Governing Body pages on School Website
School session times, term dates and holidays	School Website and School Prospectus
Location and contact information – address, telephone number and website	Newsletters, School Website
Contact details for the Head Teacher and the Governing Body	School Website Mrs J Sinclair Head Teacher St Joseph's Catholic Primary School Old Road Crayford Kent DA1 4DZ Mrs A Bevan Clerk to the Governing Body c/o St Joseph's Catholic Primary School Old Road Crayford Kent DA1 4DZ
School Prospectus	Distributed to all prospective parents (paper version), School Website, paper version available from School Office on request
School Session times and term dates	School Prospectus, School Website
Phonics Screening, Key Stage 1 and Key Stage 2 SATs results	School Website, Newsletters, School Prospectus
What we spend and how we spend it (Financial information including Pupil Premium, Pupil Premium Plus, Sports Premium)	School Website
Annual budget plan and financial statements	Paper copy on request

Information to be published	How the information can be obtained
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Paper copy on request
Additional funding – Income generation schemes and other sources of funding.	Paper copy on request
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Information on request
Staffing and grading structure	Information available on request
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay	Information available on request
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred	Information available on request
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	
School Improvement Plan, School Self Evaluation Form	Information available on request
SATs information	School Website, School Prospectus
Government supplied performance data	Information available on request
OFSTED report – summary and full report	School Website, Ofsted Website, paper copy available on request
Performance management policy	Information available on request
Child protection – policies and procedures.	School Website, paper copy available on request, parent information board
How we make decisions	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	School Website, paper copy on request

Information to be published	How the information can be obtained
Governing body meeting agendas, papers and minutes – information that is properly considered to be confidential should be excluded.	Paper copy available on request
Our policies and procedures	
School policies including: Charging and remissions policy Health and Safety and risk assessments Complaints procedure Staff Behaviour policy Discipline and grievance policies Pay policy Staffing structure implementation plan Information request handling policy Staff recruitment policies	Website, paper copy on request Paper copies on request Website, paper copy on request Paper copy on request Paper copy on request Paper copy on request Paper copy on request Paper copy on request Website, paper copy on request Paper copy on request
Pupil and curriculum policies, including: Home-school agreement Curriculum Planning Overviews Sex and Relationships Special Educational Needs and Disability Accessibility Plan Equality Statement and Objectives RE and Collective worship Careers education (Year 6 Curriculum Planning) Governors' Written Statement of Behaviour Principles Behaviour and Discipline	Website, paper copy given to all parents on admission which is signed and kept on pupil file Paper copy distributed to parents termly, School Website Website, paper copy on request Website, paper copy on request Website, paper copy on request Website, paper copy on request Website, paper copy on request Website, paper copy given to all Year 6 parents Website, paper copy on request Website, paper copy on request
Records management and personal data policies: Information security Data Protection Certificate	Available on request Available on request
Equality and diversity Equality Statement and Objectives	Website, paper copy on request
Charging regimes and policies Charging and Remission Policy	Website, paper copy on request

Information to be published	How the information can be obtained
Lists and Registers Currently maintained lists and registers only Curriculum circulars Instrument of Government Disclosure logs Asset register	Available for inspection only Website, Department of Education Website Website, paper copy on request Available for inspection only Asset register
The services we offer Extra-curricular activities Breakfast and After School Club Local Offer Leaflets, booklets and newsletters	Monthly Newsletter, School Website Monthly Newsletter, School Website School Website School Website

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to ***Mrs J Sinclair, Head Teacher, St Joseph's Catholic Primary School, Old Road, Crayford, Kent, DA1 4DZ***

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website : www.ico.gov.uk

Signed: **Date:**

Chair of Governors

FREEDOM OF INFORMATION ACT - INDEX OF TEMPLATE LETTERS

The following template letters can be used in responding to requests for information under the Freedom of Information Act 2000. They are intended to provide an outline template of a response to assist you in meeting statutory requirements and responding to requests for information.

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A CONFIRMATION OF VERBAL REQUEST FOR INFORMATION

Dear

INFORMATION REQUEST

You made a verbal request for information on **DATE**.

Can you please confirm by signing and returning this letter that the information you have requested is **STATE INFORMATION**.

On receipt of the signed confirmation I will assess your request and provide the information if possible.

Yours sincerely

F1 REFER APPLICANT TO THE PUBLICATION SCHEME

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I acknowledge your request for information received on **DATE**.

The information your have requested is contained within the Publication Scheme which can be found on Bexley's website, www.bexley.gov.uk or in libraries within Bexley.

If you have difficulty in accessing the information, please ask for staff assistance or e-mail foi@bexley.gov.uk

For your information this letter constitutes a refusal notice under Section 17 of the Freedom of Information Act and an exemption under Section 21 of the Act is being applied, namely the information is accessible by other means, e.g. the Publication Scheme.

If you have a complaint about the handling of your enquiry then please contact **JOB TITLE (NOT NAME) AND ADDRESS OF OFFICER WHO WILL DEAL WITH THE COMPLAINT**

You also have a right of appeal to the Information Commissioner at: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Yours sincerely

F2 ACKNOWLEDGE RECEIPT OF REQUEST FOR INFORMATION, INCLUDING FORMAT REQUIRED

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I acknowledge your request for information received on **DATE**.

Your request is being considered and you will receive the information requested within the statutory timescale of 20 working days as defined by the Freedom of Information Act 2000, subject to the information not being exempt or containing a reference to a third party.

If appropriate, the information may be provided in paper copy, normal font size. If you require alternative formats, e.g. language, audio, large print, etc. then please let me know.

For your information, the Act defines a number of exemptions, which may prevent release of the information you have requested. There will be an assessment and if any of the exemption categories apply then the information will not be released. You will be informed if this is the case, including your rights of appeal.

If the information you request contains reference to a third party then they may be consulted prior to a decision being taken on whether or not to release the information to you. You will be informed if this is the case.

There may be a fee payable for this information. This will be considered and you will be informed if a fee is payable. In this event the fee must be paid before the information is processed and released. The 20 working day time limit for responses is suspended until receipt of the payment.

If you have any queries or concerns then please contact the Freedom of Information Officer, Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent DA6 7HJ.

Further information is also available from the Information Commissioner at: Information
Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Yours sincerely

F3 PROVIDE THE INFORMATION

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information has now been considered and the information requested is enclosed.

If you have any queries or concerns then please contact me.

If you are considering making use of this information, please consider whether the Reuse of Public Sector Information Regulations 2005 apply. Details of these regulations are available on Bexley Council's website at this address,

http://www.bexley.gov.uk/about/foi/info_reuse.html

If you are dissatisfied with the handling of your request please contact

JOB TITLE (NOT NAME) AND ADDRESS OF OFFICER WHO WILL DEAL WITH THE COMPLAINT

You can also complain to the Information Commissioner at:

Information Commissioner's Office

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Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F4 REQUEST FOR FURTHER DETAILS TO PROGRESS RESPONSE AND FORM

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I acknowledge your request for information received on **DATE**.

Unfortunately I cannot identify the information you have requested from the details you have provided. To help me meet your request could you please complete and return the enclosed form so that I can process your request.

Your request will then be considered and you will receive the information requested within the statutory timescale of 20 working days as defined by the Freedom of Information Act 2000, subject to the information not being exempt or containing a reference to a third party.

If appropriate, the information may be provided in paper copy, normal font size. If you require alternative formats, e.g. language, audio, large print, etc. then please let me know.

For your information, the Act defines a number of exemptions, which may prevent release of the information you have requested. There will be an assessment and if any of the exemption categories apply then it cannot be released. You will be informed if this is the case.

If the information you request contains reference to a third party then they may be consulted prior to a decision being taken on whether or not to release the information to you. You will be informed if this is the case.

There may be a fee payable for this information. This will be considered and you will be informed of the fee payable if this is the case. In this event the fee must be paid before the information is processed and released. The 20 day time limit for responses is put on hold until receipt of the payment.

Yours sincerely

FREEDOM OF INFORMATION ACT 2000 – FURTHER DETAILS

Please complete this form as fully as possible – it will help us respond to your request for information. It is also available on our website at the following address, www.bexley.gov.uk/foi

Name	
Address	
Postcode	
Telephone No	
Email Address	

Data Protection Act 1998

The details you provide on this form will only be used in connection with your application for the supply of documents and for statistical purposes.

The information you have requested is:

RESTATE REQUEST FROM APPLICANT

Please clarify what information you require, e.g. **STATE WHAT FURTHER DETAILS WILL ASSIST THE APPLICANT IN REFINING THE REQUEST**

--

Signature: _____ Date: _____

<p>Please return this form to:</p>	<p>Freedom of Information Officer Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ</p> <p>Or complete the online form at www.bexley.gov.uk/foi</p>
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F5 INFORMATION NOT HELD

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information has now been considered. Unfortunately we do not hold the information.

Your request cannot be fulfilled but if you have any further information needs in the future then please contact me.

If you have any queries or concerns then please contact the Freedom of Information Officer, Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ

Or e-mail foi@bexley.gov.uk

Further information is also available from the Information Commissioner at: Information Commissioner's Office
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SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Yours sincerely

**F6 INFORMATION MAY BE HELD BY THIRD PARTY AND SEEKING APPROVAL TO TRANSFER
REQUEST TO A THIRD PARTY**

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information has now been considered. Unfortunately, we do not hold the information.

However, the information you have requested may be held by
THIRD PARTY.

The contact details are **CONTACT DETAILS**.

Please let me know if you wish me to forward your request to them. If you decide that you do then I will let you know the date that I transfer your request.

If you have any queries or concerns then please contact the Freedom of Information Officer, Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ

Or e-mail foi@bexley.gov.uk

Further information is also available from the Information Commissioner at: Information
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SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

**F7 CONFIRMATION OF TRANSFER OF REQUEST TO A THIRD PARTY FOLLOWING CONSENT
(APPLICANT)**

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Following your consent, I confirm that I have transferred your request for information to **THIRD PARTY**. The request was transferred on **DATE**.

I hope that your request can be fulfilled and if you have any further information needs in the future related to Bexley Council then please contact me.

Yours sincerely

F8 TRANSFER REQUEST TO A THIRD PARTY (THIRD PARTY)

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I have received the enclosed request for information, which I have considered.

Although Bexley Council does not hold the information requested it is possible that the information might be held by you.

In accordance with the Freedom of Information Act 2000 I have received the applicant's consent to transfer the request to you and I have advised the applicant that I have forwarded their request and I would ask that you respond directly to them.

For information, the Act requires you to respond to the applicant within 20 working days.

If you have any queries or concerns then please contact the Freedom of Information Officer Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ

Or e-mail foi@bexley.gov.uk

Further information is also available from the Information Commissioner at: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F9 INFORMATION CONTAINS REFERENCE TO A THIRD PARTY (APPLICANT)

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information is being considered. The information contains reference to a third party and consultation with them is taking place prior to a decision being taken on whether or not to release the information to you.

You will receive the information requested, subject to the information not being exempt as explained in previous correspondence.

If you have any queries or concerns then please contact the Freedom of Information Officer, Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ

Or e-mail foi@bexley.gov.uk

Further information is also available from the Information Commissioner at: Information Commissioner's Office
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Cheshire
SK9 5AF
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www.informationcommissioner.gov.uk

Yours sincerely

F10 INFORMATION CONTAINS REFERENCE TO A THIRD PARTY (THIRD PARTY)

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I have received a request for information that includes reference to you.

In accordance with the Freedom of Information Act 2000, I am consulting with you prior to releasing the information.

I intend to release the attached documents, subject to your comments.

Could you please reply as soon as possible and if in agreement give your consent to the release. The Act requires that requests are met within 20 working days so please action this as soon as possible, so that I can adhere to the statutory timescale.

If you have any queries or concerns then please contact the Freedom of Information Officer, Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ

Or e-mail foi@bexley.gov.uk

Further information is also available from the Information Commissioner at: Information Commissioner's Office

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Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F11 NOTIFICATION TO THIRD PARTY OF INTENTION TO RELEASE INFORMATION

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I have assessed the comments you have made in relation to the request for information that includes reference to you.

The result of the assessment, taking account of the requirements of the Freedom of Information Act 2000, is that I am intending to release the information.

The reasons for this decision are **STATE REASONS**.

If you have any further comments that may amend this decision then you must let me know as a matter of urgency as the Act requires that requests are met within 20 working days.

If you have any queries or concerns then please contact the Freedom of Information Officer, Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ

Or e-mail foi@bexley.gov.uk

Further information is also available from the Information Commissioner at: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F12 NOTIFICATION TO THIRD PARTY OF OUTCOME OF ASSESSMENT OF WHETHER TO RELEASE INFORMATION

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I have assessed the additional comments you have made in relation to the request for information that includes reference to you.

The result of the further assessment, taking account of the requirements of the Freedom of Information Act 2000, is that I have released the information.

The reasons for this decision are **STATE REASONS**.

OR

The result of the further assessment, taking account of the requirements of the Freedom of Information Act 2000, is that the information will not be released.

If you have any queries or concerns then please contact the Freedom of Information Officer, Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ

Or e-mail foi@bexley.gov.uk

Further information is also available from the Information Commissioner at: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F13 ADVISE APPLICANT OF FEE PAYABLE (FEES NOTICE)

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I am considering your request for information and there will be a fee payable for this information to be retrieved, collated and provided.

The fee is in accordance with the Freedom of Information (Fees and Appropriate Limit) Regulations 2004.

The fee payable is **£SUM**, you have up to 3 months to pay this fee.

On receipt of this fee I will process your request. Please make cheques payable to Bexley Council.

The 20 working day timescale for providing the information you requested is suspended until we receive payment from you.

If you have any queries or concerns then please contact the Freedom of Information Officer, Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ

Or e-mail foi@bexley.gov.uk

Further information is also available from the Information Commissioner at: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F14 ADVISE APPLICANT THAT THE REQUEST IS SUBJECT TO A PUBLIC INTEREST TEST ASSESSMENT

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information is being considered.

It is possible that to confirm or deny the information you requested is held or to provide the information if it is held may not be in the public interest.

I am currently assessing this.

It is anticipated that this will require an additional **TIME** working days to process. If this timescale needs to be revised you will be advised as to the reasons and provided with a revised timescale.

I will write to you as soon as possible with the outcome of the assessment.

If you have any queries or concerns then please contact the Freedom of Information Officer, Bexley Local Studies and Archive Centre, Central Library, Townley Road, Bexleyheath, Kent. DA6 7HJ

Or e-mail foi@bexley.gov.uk

Further information is also available from the Information Commissioner at: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F15 REFUSAL NOTICE (PUBLIC INTEREST TEST)

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information has now been considered and it is not possible to meet your request.

In accordance with the Freedom of Information Act 2000 this letter acts as a Public Interest Refusal Notice.

It is considered that the public interest in withholding the information outweighs the public interest in disclosing it.

The exemption applied is **STATE PUBLIC INTEREST EXEMPTION.**

This exemption applies because **STATE REASONS**

The reasons why the public interest favours withholding the information (**OR** declining to confirm or deny that it is held) are **STATE REASONS.**

Your request will not be fulfilled but if you have any further information needs in the future then please contact me.

You have the right of appeal against the decision. If you wish to appeal, please set out in writing your grounds of appeal and send to **JOB TITLE (NOT NAME) AND ADDRESS OF OFFICER WHO WILL DEAL WITH THE COMPLAINT**

You also have a right of appeal to the Information Commissioner at: Information Commissioner's Office
Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F16 REFUSAL NOTICE (ABSOLUTE EXEMPTION)

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information has now been considered and I am not obliged to supply the information you have requested.

In accordance with the Freedom of Information Act 2000 this letter acts as a Refusal Notice.

The exemption applied is **STATE ABSOLUTE EXEMPTION.**

This exemption applies because **STATE REASONS**

Your request will not be met but if you have any further information needs in the future then please contact me.

You have the right of appeal against the decision. If you wish to appeal please set out in writing your grounds of appeal and send to **JOB TITLE (NOT NAME) AND ADDRESS OF OFFICER WHO WILL DEAL WITH THE COMPLAINT**

You also have a right of appeal to the Information Commissioner at: Information
Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Yours sincerely

F17 VEXATIOUS/REPEATED REQUEST (REFUSAL NOTICE)

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information will not be processed.

I have decided that your request is vexatious (**OR** repeated requests that have been recently responded to) and in accordance with the Freedom of Information Act 2000 this letter acts as a Refusal Notice.

The reasons that I have concluded that your request is vexatious (**OR** repeated requests that have been recently responded to) is **STATE REASONS**

You have the right of appeal against this decision. If you wish to appeal please set out in writing your grounds of appeal and send to **JOB TITLE (NOT NAME) AND ADDRESS OF OFFICER WHO WILL DEAL WITH THE APPEAL**

Further information is also available from the Information Commissioner at: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Yours sincerely

F18 COST OF LOCATING/RETRIEVAL EXCEEDS LIMITS (REFUSAL NOTICE)

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information will not be processed.

This is because the cost of locating and retrieving the information exceeds the “appropriate limit” as stated in the Freedom of Information (Fees and Appropriate Limit) Regulations 2004. It is estimated that it would cost **£COST** to comply with your request.

In accordance with the Freedom of Information Act 2000 this letter acts as a Refusal Notice.

You may wish to refine and resubmit your request so that it reduces the cost to within the “appropriate limit”. Please contact me if you would like some advice on refining your request.

You have the right of appeal against the decision. If you wish to appeal please set out in writing your grounds of appeal and send to the **JOB TITLE (NOT NAME) AND ADDRESS OF OFFICER WHO WILL DEAL WITH THE COMPLAINT**

You also have a right of appeal to the Information Commissioner at: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F19 AGGREGATED COSTS EXCEED LIMITS (REFUSAL NOTICE)

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information will not be processed.

This is because the aggregated costs of providing the information you have requested on more than one occasion (**ALTERNATIVE** *This is because the aggregated costs of providing the information you and others acting together have requested*) will exceed the “appropriate limit” as stated in the Freedom of Information (Fees and Appropriate Limit) Regulations 2004. It is estimated that it would cost £**COST** to comply with your request.

In accordance with the Freedom of Information Act 2000 this letter acts as a Refusal Notice.

You may wish to refine and resubmit your request so that it reduces the cost to within the “appropriate limit”. Please contact me if you would like some advice on refining your request.

You have the right of appeal against the decision. If you wish to appeal please set out in writing your grounds of appeal and send **JOB TITLE (NOT NAME) AND ADDRESS OF OFFICER WHO WILL DEAL WITH THE APPEAL**

You also have a right of appeal to the Information Commissioner at: Information
Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Yours sincerely

F20 RESULT OF INTERNAL APPEAL - SUCCESSFUL

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I have considered your appeal against the Refusal Notice in relation to provision of information in accordance with the Freedom of Information Act 2000.

My decision is that your appeal is successful.

The information requested is enclosed.

If you have any queries or concerns, then please contact me.

If you are dissatisfied with the handling of your request please contact

JOB TITLE (NOT NAME) AND ADDRESS OF OFFICER WHO WILL DEAL WITH THE COMPLAINT

You can also complain to the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

F21 RESULT OF INTERNAL APPEAL - UNSUCCESSFUL

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I have considered your appeal against the Refusal Notice in relation to the provision of information in accordance with the Freedom of Information Act 2000.

My decision is that your appeal is unsuccessful.

If you are dissatisfied with this decision you may request the Information Commissioner to investigate. The contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Yours sincerely