



Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL

FREEDOM OF INFORMATION POLICY

Date reviewed: September 2024

Date of next review: September 2025



SCOPE OF THE POLICY

This policy applies to all schools in WMAT.

Publication Scheme on information available under the Freedom of Information Act 2000

The Trustees are responsible for maintenance of this scheme.

How to Request Information

If you require any of the documents within the scheme, please contact: reception@whtc.co.uk

FOI Information requests timeline

We will endeavour to respond to FOI requests within 20 working days.

FOI information payment

Requests for information may be charged depending on the amount of photocopying, posting and administration costs incurred. This could include the costs of materials, (for example, tape or black ink) or the use of specialist equipment for the specific activity of redaction.

Typical costs would be £30:

1. Photocopying 200 sheets @ 10p per sheet totalling £20.
2. Postage @ £10.

For requests of a copy of your child's records you will be required to deposit a payment of £30 in reception for photocopying, postage and administration.

Your child's records will be posted within the statutory timeframes (once the payment has been received).

An example of the timeframe: An applicant makes a request on 1 July. The school issues payment required notice on 9 July. The applicant pays the amount on July 15. The school has used 6 of the 20 working days allowed for a response and so it has 14 days after the day on which the applicant has paid (or 14 days after the cheque has cleared) to respond to the request.

Feedback and Complaints

We welcome any comments or suggestions you may have about this scheme. If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the CEO at the school. If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint about a Freedom of Information request and you wish to take your complaint further, 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.

They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.