

FREEDOM OF INFORMATION REQUEST

FREEDOM OF INFORMATION ACT

[View the ICO Freedom of Information Publication Scheme](#)

The Freedom of Information Act relates to recorded information held by schools and other public bodies. It aims to provide a balance between greater openness and transparency on the one hand, while at the same time recognising the need to restrict or prevent disclosure where to do so would cause harm, put at risk the safeguarding of our pupils or would otherwise not be in the public interest.

The Freedom of Information Act requires that public organisations make certain types of information routinely and publicly available, with an appropriate guide so that the information can be easily identified and accessed by the general public.

Schools and other organisations make information routinely available through what is known as the 'publication scheme'. The Information Commissioner's Office (ICO) has approved a Model Publication Scheme, which The Black Pear Trust has adopted. In addition, we are required to produce a guide to identify what information is published, the available format, how it can be accessed and also any fees that may be chargeable for information.

Before making a request for information, you may want to see if the information you require is already published on our website or addressed within the Frequently Asked Questions.

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 we cannot disclose the information you have asked for, we will tell you what exemption(s) apply and why we think they are applicable.

WHAT INFORMATION CAN I REQUEST?

Under the Freedom of Information Act you can request access to some recorded information held by the Trust.

The Freedom of Information Act is not intended as a way to obtain information that is routinely available, or for general enquiries, advice or guidance. Please check our website to find out whether the information you want to see is already available; or if you have a general enquiry, please email: admin@blackpeartrust.org

HOW DO I MAKE A FREEDOM OF INFORMATION REQUEST?

You can make a Freedom of Information (FOI) request by email admin@blackpeartrust.org or you can write to The Black Pear Trust, Hollymount School, Hollymount Road, Worcester, Worcestershire, WR4 9SG.

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.

Unfortunately, you cannot make an FOI request over the telephone.

WHEN WILL I RECEIVE THE INFORMATION I HAVE ASKED FOR?

Once we have received your request, and if we hold the information requested, and there is no reason why we are unable to comply with your request (e.g., an exemption is engaged), we will send you the information within 20 working days (excluding school and public holidays), as required under the Freedom of Information Act.

HOW TO COMPLAIN

If you are dissatisfied with our response or the way your request has been dealt with, you can contact the school to ask for a review.

If you are still dissatisfied, you may ask the ICO to consider your complaint. Please click on the link below for further information on how you can request the ICO to investigate your complaint.

Please note that you must first exhaust your right of appeal through the school review procedure before approaching the ICO. Visit <http://www.ico.org.uk/complaints>

FURTHER INFORMATION

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