

The Shevington Federation

Millbrook and Shevington Vale Primary Schools



Freedom of Information (FOI) Policy

Date approved by Governors: 7 July 2026

Review date: Annually

Introduction

The school is committed to openness and transparency and complies with the Freedom of Information Act 2000.

Scope

Applies to all recorded information held by The Shevington Federation, all staff and governors.

Legal Framework

Includes FOI Act 2000, Data Protection Act 2018 and UK General Data Protection Regulation (GDPR).

Roles and Responsibilities

The Headteacher, Governing Body, Data Protection Officer and staff all have defined responsibilities.

Publication Scheme

The Shevington Federation adopts the Information Commissioner's Office (ICO) Model Publication Scheme, available on the website.

Making a Request

Requests must be in writing, include contact details and clearly describe the information requested:

Millbrook: enquiries@admin.millbrook.wigan.sch.uk
Shevington Vale: enquiries@admin.shevingtonvale.wigan.sch.uk

Responding to Requests

The school will respond within 20 school days and provide information unless exemptions apply.

Exemptions

Certain information may be withheld, including personal data and confidential information.

Fees and Charges

Most requests are free, but charges may apply for printing and postage.

Refusal of Requests

Requests may be refused if cost limits are exceeded or exemptions apply.

Appeals and Complaints

Requesters can seek an internal review or complain to the ICO.

Record Keeping

FOI requests and responses are recorded and monitored.

Monitoring and Review

The policy is reviewed annually or when legislation changes.