



Deptford
Green

Freedom of Information Policy

Date Agreed	November 2023
SLT	Rob O'Halloran
Committee	Staffing & Resources
Review Date	Autumn 2026

Deptford Green School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000:

- Copies of reference documents, such as policy statements and procedural guidance are available on our website at www.deptfordgreen.lewisham.sch.uk or are available on request
- We will normally confirm within 5 working* days whether we hold the information you request and, if we do, we will provide it within 20 working days.
- Your request must be in writing (letter or email) to ensure that we have a clear statement of what is requested. This can be sent to info@deptfordgreen.lewisham.sch.uk or sent to:

Director of Finance and Resources
Deptford Green School
Edward Street
London
SE14 6AN

- In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.
- If you do not accept our reasons for declining to disclose the information requested, you should write to the Chair of Governors at the school in the first instance, via info@deptfordgreen.lewisham.sch.uk

The Clerk to the Governing Body
Deptford Green School
Edward Street
London
SE14 6AN

You may wish to contact the Information Commissioner at:

The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone 0303 123 1113 – Helpline is open from 9am to 5pm, Monday to Friday

Email: casework@ico.org.uk

- Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act.
- If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment (cash or cheque). The time allowed for us to provide the information (20 working days) does not include the period between the issuing of the fees notice and the receipt of the payment.
- We may be unable to provide the information you request for any for the following reasons:
 - We do not hold the information
 - We are applying an exemption to the disclosure
 - It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18 hours to gather the information).
- If we are unable to provide the information, we will do all we can to advise you as to how you might obtain the information elsewhere