



# Freedom of information

Under the Freedom of Information Act 2000 any member of staff, student or member of the public can request information from St Mary and St Benedict Catholic Primary School which is not personal, commercially sensitive or would otherwise come within the exemptions to the Act.

Anyone can request information. A fee may be charged for the information provided. The amount will depend on the size and complexity of the request.

## How to request information

Requests for information should:

- Be made in writing, by email, or by using the form provided
- State clearly what information is required
- State your name and address for correspondence
- Enclose the required fee, where applied

The School will respond to the request for information within 20 working days of the receipt of the request.

Download an Information Request Form to request corporate information about the school - like meeting minutes, policies, Ofsted reports or funding.