



Freedom of Information Policy

Approved by: Bursar Date: December 2021

**Last reviewed on: December 2021 Next review due by:
November 2023**

All schools are committed to comply with the relevant legislation pertaining to a freedom of

information request, and will follow the guidance set out by the Information Commissioner's Office.

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

Freedom of Information requests must be submitted in writing by post or email office@patesgs.org.

The school will respond within 20 working days of the original request.