



## **Freedom of Information Policy**

**Approved by: Bursar Date: December 2023**

**Next review due by: November 2025**

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/foi-eir-and-access-to-information/guide-to-freedom-of-information/>

Freedom of Information requests must be submitted in writing by post or email [office@patesgs.org](mailto:office@patesgs.org) .

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