




**Respect
Collaboration
of Schools**

Freedom of Information Policy

Date approved	September 2023	Approved by	Executive Director
Review cycle	1 year	Signature	
Date for review	July 2024	Author	Director of Operations

1. Scope

1.1 This policy applies to all stakeholders.

2. Principles

2.1 Respect Collaboration of Schools (The School) values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT. We will explore reasonable adjustments in applying this procedure to employees with a disability.

3. Practice

3.1 Any freedom of information request received directly by the school will be directed to Derby City Council where there is a specific department that deals with these requests.

3.2 Information for FOI can be found on the following link

<https://www.derby.gov.uk/council-and-democracy/open-data-freedom-of-information/freedom-of-information-environmental-information-regulations/#page-1>