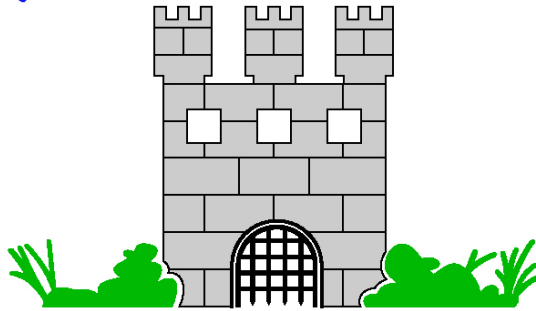


The Rofft School



Marford

**The Rofft Primary School
Ysgol y Rofft**

**Freedom of Information Act 2000
Statement**

*Happy, Creative, Confident
Inspired to Achieve Together*

Statement

Freedom of Information Act 2000

The Rofft School is committed to complying with the provisions of the Freedom of Information Act 2000.

The Headteacher is responsible for ensuring that the school responds to any requests for information within the statutory timescales: normally within 20 working days excluding school holidays. Published documents are available through the school web site. All requests for information should be notified to the Head teacher.

Requests for personal information will be dealt with under the relevant provisions of Education Law or the Data Protection Act 1998 as appropriate. This statement should be read in conjunction with the School Data Protection Policy.

Documents created and maintained in the course of the schools business will be kept in accordance with the recommendations contained in the Retention Guidelines for Schools issued by Information and Records Management Society.

Appeals against any decision made by the Headteacher in respect of an information release should be directed to the Chair of Governors.

Further Information is available from the Information Commissioner:

<https://ico.org.uk/for-the-public/schools/>