**FOI – Acknowledgement (Standard)**

**Freedom of Information Request**

**Reference: FOI xxxxxxx**

Dear Sir/Madam,

We have received and logged your information request which will be treated as a request made under the Freedom of Information (“FOI”) Act 2000. Please quote your reference number in any correspondence.

We aim to provide final responses to valid FOI requests within 20 school days, or 60 working days – whichever comes first.

If payment of a fee is required for providing the requested information, we will notify you within the above-mentioned 20 working day period, however such fees are usually waived if they amount to less than £10.

Documents held by the school may fall under the Re-Use of Public Sector Information Regulations 2015. If you receive a School document and you wish to use that document for a new purpose, please identify the document in question and describe how you intend to re-use it. We will aim to respond to that request by no later than 20 working days.

Yours sincerely,

**FOI – Request Response**

**Freedom of Information Request**

**Reference: FOI xxxxxxx**

Dear Sir/Madam,

Please consider this as our formal response to your information request which was logged under the above reference number and has been treated as a request made under the Freedom of Information (FOI) Act 2000.

**\*\*INSERT REQUEST\*\***

* ***Use this section to confirm whether the requested information is held and to provide the requested information itself.***
* ***If providing the requested information, you don’t need to confirm whether the information is held. But you must confirm whether the information is held if using an exemption, unless the confirmation itself would fall under an exemption.***

Documents held by The School may fall under the Re-Use of Public Sector Information Regulations 2015. If you receive a school document and you wish to use that document for a new purpose, please identify the document in question and describe how you intend to re-use it. We will aim to respond to that request by no later than 20 working days.

If you are unhappy with the way we have handled your request for information, you can ask for an internal review, however you must do so within 40 working days from the date of this response. Any internal review will be carried out by an officer who was not involved with your original request. To request an internal review, please contact email…………….

or call 0161 ………., quoting your reference number.

Following completion of an internal review, if you are dissatisfied with the outcome, you can appeal to the Information Commissioner’s Office (ICO) via the following contact points:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

[www.ico.gov.uk](http://www.ico.gov.uk/)

0303 123 1113

Yours sincerely,