



Freedom of Information Policy - Appendix 1




Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

'Freedom of Information Request' School Flowchart

IMPORTANT If the request is for information that is listed on your school's publication scheme, e.g. a request for a copy of the School's Prospectus, you can provide the information at the time of the request.

A request can be received by ANY member of staff within your school.

-  Final Action
-  Clock Starts
-  Clock Stops

