



Freedom of Information Policy

Ratified: 17th October 2017

Rationale:

Le Page Primary School has a responsibility to ensure that information in its possession is managed in a manner that balances open and transparent communication with issues of privacy and confidentiality.

Aim:

To ensure that information is only provided to those who have a right to access it.

Implementation:

- Parents or legally recognised caregivers will be provided with information relating to their children, including progress reports, student records, parent-teacher conferences and regular newsletters.
- Separated or divorced parents will be provided with all information that other parents access, unless Court Orders or similar legal documents inhibiting this practice are provided to the principal.
- Administration staff or teachers will not provide information regarding students in response in incoming telephone calls. Such requests will be transferred to the principal.
- The principal or a student's teacher will provide information to Police and the Department of Human Services on request.
- Requests from other individuals or organisations seeking information about specific students or parents will be refused.
- Any person seeking information from the school that falls outside this policy will be required to make a formal written Freedom of Information request. All Freedom of Information requests are to be made to the Department of Education's Freedom of Information Unit, not the school.

www.foi.vic.gov.au/home/how+to+apply/making+a+request/index.html

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle.