



Making the most of everyone.

# Freedom of Information Policy

Policy Adopted 17<sup>th</sup> July 2020

Policy Reviewed May 2022

Policy Valid until May 2024

Signed:

(Chair of Governors)

## Freedom of Information

We are aware that under the Freedom of Information Act 2000 (FOIA) we have a legal duty to supply certain information to enquirers and that we must be clear and proactive about the information we make public.

To do this we must produce a publication scheme, setting out:

- The classes of information we publish or intend to publish
- The manner in which the information will be published
- How to request information
- Payment for information

### Aims

- To provide certain information to enquirers under the Freedom of Information Act 2000.
- To recognise that we have a duty to provide advice and assistance to anyone requesting information.
- To ensure that personal information is not made public.

### Procedure

<b>Role of the Governing Body</b>	<p>The GB has:</p> <ul style="list-style-type: none"><li>▪ delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;</li><li>▪ responsibility for ensuring funding is in place to support this policy;</li><li>▪ responsibility for ensuring this policy is made available to parents;</li><li>▪ nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the GB;</li><li>▪ responsibility for the effective implementation, monitoring and evaluation of this policy</li></ul>
<b>Role of the Head</b>	<p>The Head must be responsible:</p> <ul style="list-style-type: none"><li>▪ to the governing body for ensuring that the policy is implemented</li><li>▪ for the maintenance of the management process</li></ul>
<b>Role of the</b>	<p>The school's Deputy Headteacher is responsible to:</p>

<b>Deputy Headteacher</b>	<ul style="list-style-type: none"> <li>▪ the Head for the day-to-day management of the policy</li> </ul>
<b>Categories of Information Published</b>	<p>Current published information is:</p> <ul style="list-style-type: none"> <li>▪ <b>School Prospectus</b> <ul style="list-style-type: none"> <li>– The name, address, telephone number, email address and website</li> <li>- The type of school</li> <li>- The names of the Headteacher and Chair of Governors and contact details</li> <li>- The Admissions policy</li> <li>- The school's ethos and values</li> <li>- ALN policy</li> <li>- The number of pupils on roll</li> <li>- Attendance figures</li> <li>- National Curriculum results for each Key Stage</li> </ul> </li> <li>▪ <b>School Profile</b> <ul style="list-style-type: none"> <li>- Successes this year</li> <li>- Improvements to be made</li> <li>- Pupil achievements at age 7</li> <li>- Pupil achievements at age 11</li> <li>- Analysis of results over the past three years</li> <li>- Arrangements to ensure every child gets teaching to meet their individual needs</li> <li>- A list of the activities and options available to all pupils</li> <li>- Absence rates compared to other schools</li> <li>- Pupils views of the school and how we have addressed these views</li> <li>- The school's health, safety and well-being programme</li> <li>- Working with parents and the community</li> <li>- Action plan for the last Estyn inspection</li> <li>- Destinations of Y6 leavers</li> </ul> </li> <li>▪ <b>Governors' documents</b> <ul style="list-style-type: none"> <li>- Governors Annual Report</li> <li>- Instrument of Government</li> <li>- Minutes of meetings of the governing body and its committees</li> </ul> </li> <li>▪ <b>Pupils &amp; Curriculum Policies</b> <ul style="list-style-type: none"> <li>- Home-School Agreement</li> <li>- Teaching and Learning Policy</li> <li>- Sex Education Policy</li> <li>- Special Education Needs Policy</li> <li>- Accessibility Plans</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Race Equality Policy</li> <li>- Collective Worship</li> <li>- Child Protection Policy</li> <li>- Pupil Discipline</li> </ul> <ul style="list-style-type: none"> <li>▪ <b>School Policies and other Information related to the school</b> <ul style="list-style-type: none"> <li>- The school's Estyn Inspection Reports</li> <li>- Post inspection action plan</li> <li>- Charging and Remissions Policies</li> <li>- School Session Times and Term Dates</li> <li>- Health and Safety Policy and Risk Assessment</li> <li>- Complaints Procedure</li> <li>- Performance Management of Staff</li> <li>- Staff, Discipline and Grievance</li> <li>- Curriculum Circulars and Statutory Instruments</li> </ul> </li> </ul>
<b>Dealing with a Request for Information</b>	<p>The Head will deal with written requests for information by:</p> <ul style="list-style-type: none"> <li>▪ deciding if the request comes under one of the following Acts namely: <ul style="list-style-type: none"> <li>- Environmental Information Regulations</li> <li>- Freedom of Information Act</li> </ul> </li> <li>▪ deciding whether the school holds the information</li> <li>▪ providing the information if it has already been made public</li> <li>▪ informing the enquirer if the school does not have that information</li> <li>▪ deciding if information disclosed might affect the interests of a third party</li> <li>▪ deciding if the estimated cost of complying with the request will exceed the appropriate limit</li> <li>▪ ensuring that all personal information is excluded from a requested document</li> <li>▪ consider if the request is annoying or repeated</li> </ul>
<b>Reasons for not Complying with a Request</b>	<p>We accept the four reasons under the FOIA for not complying with a request for information:</p> <ul style="list-style-type: none"> <li>▪ that the requested information is not held</li> <li>▪ the cost threshold is reached</li> <li>▪ the request is considered annoying or repeated</li> <li>▪ that one or more of the exemptions apply</li> </ul>
<b>Complaints</b>	<p>All complaints will be dealt with by the school's complaints procedure.</p>

<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Documents can be downloaded from the school website.</li> <li>• Or by contacting the school by: <ul style="list-style-type: none"> <li>▪ Letter</li> <li>▪ Email</li> </ul> </li> </ul>
<b>Payment for Information</b>	<ul style="list-style-type: none"> <li>• Information published on the website is free.</li> <li>• A charge has been fixed for Education Records at a maximum of £50.</li> </ul>
<b>Reporting Requests</b>	<ul style="list-style-type: none"> <li>• All requests for information will be reported to the governors by the Head.</li> </ul>
<b>Feedback and Complaints</b>	<ul style="list-style-type: none"> <li>• We actively encourage the views and suggestions from parents and the general public about how we can improve this publication scheme.</li> <li>• All complaints should be addressed to the Information Commissioner's Office which ensures that all organisations comply with Freedom of Information Act 2000.</li> </ul>
<b>Monitoring the Effectiveness of the Policy</b>	Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

### **Monitoring the Impact of the Policy**

Governing Body will review the equality impact assessment for this policy to monitor the outcomes and impact of the policy in line with equalities legislation.