



FREEDOM OF INFORMATION POLICY

1 Scope

Under the Freedom of Information Act 2000 we have a legal duty to supply certain information to enquirers and we must be clear and proactive about the information we make public.

This policy will explain:

- 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

Our aim is:

- 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.
- To work with other schools to share good practice in order to improve this policy.

2 Requirements

The Board of Directors has:

- delegated powers and responsibilities to the Principal as 'Data Controller' for the school;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Categories of Information Published:

The School Information Pack: which will include:

- The Prospectus
- The name, address, telephone number, email address and website
- The type of school
- The names of the Principal and Chair of Directors, along with their contact details
- The Admissions arrangements
- The school's ethos and values

- Behaviour policy
- Complaints procedure
- Curriculum details for each Key Stage

The Website:

- Successes this year
- Student achievements at all key stage
- A list of the activities and options available to all students
- The school's policies
- Latest Ofsted reports
- Term Dates
- Curriculum details from Nursery to Sixth Form
- Directors' Meeting Minutes

Dealing with a Request for Information:

The Principal will deal with written requests for information by:

- deciding if the request comes under one of the following Acts namely:
 - Data Protection Act
 - Environmental Information Regulations
 - Freedom of Information Act
- deciding whether the school holds the information
- providing the information if it has already been made public
- informing the enquirer if the school does not have that information
- deciding if information disclosed might affect the interests of a third party
- deciding if the estimated cost of complying with the request will exceed the appropriate limit
- ensuring that all personal information is excluded from a requested document
- consider if the request is annoying or repeated

Reasons for not Complying with a Request:

There are four reasons under the Freedom of Information Act 2000 for not complying with a request for information:

- that the requested information is not held
- the cost threshold is reached
- the request is considered annoying or repeated
- that one or more of the exemptions apply

Information Availability

Documents can be downloaded from the school website or by contacting the school by letter, fax or email

Payment for Information

Information published on the website is free. A charge has been fixed for Education Records at a maximum of £50.

3 Key Terms and Definitions

| ACRONYM | TERM | DEFINITION |
|---------|------|------------|
| None | | |

Amendment Record

| VERSION # | DATE | AMENDED BY | NATURE OF CHANGE |
|-----------|------------|------------|------------------|
| 1 | 10.10.2013 | M Stone | |
