

## **Freedom of Information Publication Scheme**

Reviewed on: Sept 2021  
Next Review: Sept 2023

Reviewed by Joanne Stewart, Jane Rosser

***This policy has been written to reflect the school mission statement  
“Discovering, Learning, Believing Together”.***

At High Ham, 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**

#### **Role of Head**

- The Head must be responsible:
  - to the governing body for ensuring that the policy is implemented
  - for the maintenance of the management process

Role of the Data Manager (Role is taken on by the Finance Officer)

- The school's Data Manager is responsible to:
  - The Head for the day-to-day management of the policy

Categories of Information Published



## **Freedom of Information Publication Scheme**

- Current published information is:

### **School Website**

### **Governors' documents**

- School Profile
- Instrument of Government
- Minutes of meetings of the governing body and its committees

### **▪ Pupils & Curriculum Policies**

- Home-School Agreement
- Curriculum Policy
- Sex Education Policy
- Special Education Needs Policy
- Accessibility Plans
- Race Equality Policy
- Collective Worship
- Child Protection Policy
- Pupil Discipline

### **▪ School Policies and other Information related to the school**

- The school's Ofsted Inspection Reports
- Post inspection action plan
- Charging and Remissions Policies
- School Session Times and Term Dates
- Health and Safety Policy and Risk Assessment
- Complaints Procedure
- Performance Management of Staff
- Staff, Discipline and Grievance
- Curriculum Circulars and Statutory Instruments
- Annex A – other documents

### **Dealing with a Request for Information**

- The Head 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



### **Freedom of Information Publication Scheme**

- 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

- We accept the four reasons under the FOIA 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

#### Complaints

- All complaints will be dealt with by the school's complaints procedure.

#### Information Availability

- Some documents can be downloaded from the school website and all documents are available at the school office.
- The school can be contacted by:
  - Letter
  - Fax
  - Email

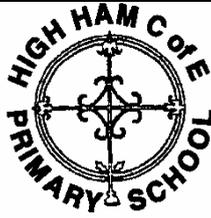
#### Payment for Information

- Information published on the website is free.
- Documents available from the school office are also free. People can look at the library copy or have a photocopy made.

#### Reporting Requests

- All requests for information will be reported to the governors by the Head.

#### Monitoring



## **Freedom of Information Publication Scheme**

The Head and Data Manager will report the effectiveness of this policy and any requests for information as part of the Spring Term annual review cycle.

### **After School Childcare Additional Note:**

This policy is reflected in the practice of the school after school childcare club as well (High Ham monkey Madness).

### **Policy Impact Statement:**

As part of our single equality scheme each school policy reflects the checklist relating to how the policy impacts on minority groups of people as outlined in the scheme.