

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

Role of the Head	<ul style="list-style-type: none">• The Head must be responsible:<ul style="list-style-type: none">▪ to the governing body for ensuring that the policy is implemented▪ for the maintenance of the management process
Role of the Data Manager	<ul style="list-style-type: none">• The school's Data Manager is responsible to:<ul style="list-style-type: none">▪ The Head for the day-to-day management of the policy
Categories of Information Published	<ul style="list-style-type: none">• Current published information is:<ul style="list-style-type: none">▪ School Prospectus▪ Governors' documents▪ School Policies

Berkley Church of England First School

	<ul style="list-style-type: none">▪ Finance information▪ School Information▪ Pupils & Curriculum Policies<ul style="list-style-type: none">- 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<ul style="list-style-type: none">- The school's Ofsted/Estyn 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	<ul style="list-style-type: none">• The Head will deal with written requests for information by:<ul style="list-style-type: none">▪ deciding if the request comes under one of the following Acts namely:<ul style="list-style-type: none">- 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

Berkley Church of England First School

	<p>that information</p> <ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> • We accept the four reasons under the FOIA for not complying with a request for information: <ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> • All complaints will be dealt with by the school's complaints procedure.
Information Availability	<ul style="list-style-type: none"> • Documents can be downloaded from the school website. • Or by contacting the school by: <ul style="list-style-type: none"> ▪ Letter ▪ Fax ▪ Email
Payment for Information	<ul style="list-style-type: none"> • Information published on the website is free. • Fees will not exceed £450 (see procedure)
Reporting Requests	<ul style="list-style-type: none"> • All requests for information will be reported to the Governors by the Head.
Monitoring	<ul style="list-style-type: none"> • The Head and Data Manager will make an annual report to the governors on the effectiveness of this policy.

Date of Review – Spring 2017