

Community Academies Trust

Primary School Policy

Freedom of Information Policy

1 Introduction

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

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

2 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.
- To work with other schools to share good practice in order to improve this policy.

3 Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Executive Headteacher and Head of School as 'Data Controller' for the school;
- delegated powers and responsibilities to the Executive Headteacher and Head of School 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;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- 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;
- nominated a link governor to visit the school regularly, to liaise with the Executive Headteacher and Head of School and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Executive Headteacher and Senior Leadership Team

The Executive Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;

- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of Governors

Governors will:

- work closely with the Executive Headteacher, Head of School and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

4 Categories of Information Published

Current published information is:

School Prospectus

- The name, address, telephone number, email address and website
- The type of school
- The names of the Executive Headteacher, Head of School and Chair of Governors and contact details
- The Admissions policy
- The school's ethos and values
- SEN policy
- The number of pupils on roll
- Attendance figures
- National Curriculum results for each Key Stage

Governors' documents

- Governors Annual Report
- 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

5 Dealing with a Request for Information

The Executive Headteacher/Head of School 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

6 Reasons for not complying with a Request

We accept the four reasons under the Freedom of Information Act 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

7 Complaints

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

8 Information Availability

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

9 Payment for Information

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

10 Reporting Requests

All requests for information will be reported to the governors by the Executive Headteacher.

11 Feedback and Complaints

We actively encourage the views and suggestions from parents and the general public about how we can improve this publication scheme.

All complaints should be addressed to the Information Commissioner's Office which ensures that all organisations comply with Freedom of Information Act 2000.

12 Raising Awareness of this Policy

We will raise awareness of this policy in for example:

- the School Handbook/Prospectus
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports to parents and Executive Headteacher reports to the Governing Body
- information displays in the main school entrance

13 Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

14 Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

15 Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Executive Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

