



## Freedom of Information Policy

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Status	Recommended
Audience	Governors, Head teachers, Teachers, Parents, Students and wider audience
Issued	September 2016

**THE PRESCOT SCHOOL  
FREEDOM OF INFORMATION POLICY**

<b>Policy Approved: September 2016</b>
<b>Implementation Date: September 2016</b>

## **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.

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## **THE POLICY – OVERVIEW**

- 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.

## **PROCEDURES**

The Governing Body has:

- delegated powers and responsibilities to the Headteacher as ‘Data Controller’ for the school;
- delegated powers and responsibilities to the Headteacher 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 Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

The 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

The Nominated Governor will:

- work closely with the Headteacher 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;
- annually review the policy and report to the Governing Body on the success and development of this policy

Current published information is:

### **School Prospectus**

- The name, address, telephone number, email address and website
- The type of school
- The names of the Headteacher and Chair of Governors and contact details
- The Admissions policy
- The school's ethos and values
- SEN policy
- The number of pupils on roll
- GCSE examination results

### **School Profile** *(Available on the school website)*

- Successes this year
- Analysis of results over the past three years
- Arrangements to ensure every child gets teaching to meet their individual needs
- A list of the activities and options available to all pupils
- Absence rates compared to other schools
- Pupils views of the school and how we have addressed these views
- The school's health, safety and well-being programme
- Working with parents and the community

## **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
- Equality Policy
- Collective Worship
- Child Protection and Safeguarding Policy
- Behaviour Policy

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

- The school's Ofsted Inspection Reports
- 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

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
- 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

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
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- All complaints will be dealt with by the school's complaints procedure.
  - Documents can be downloaded from the school website or by contacting the school by letter, fax or email
  - Information published on the website is free. A charge has been fixed for Education Records at a maximum of £50.
  - All requests for information will be reported to the governors by the Headteacher.
  - 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.

We will raise awareness of this policy via:

- the school website
- the Staff Handbook

## **REVIEW**

The Reviewing of this policy will take place at the start of each academic year.

## **APPENDIX**