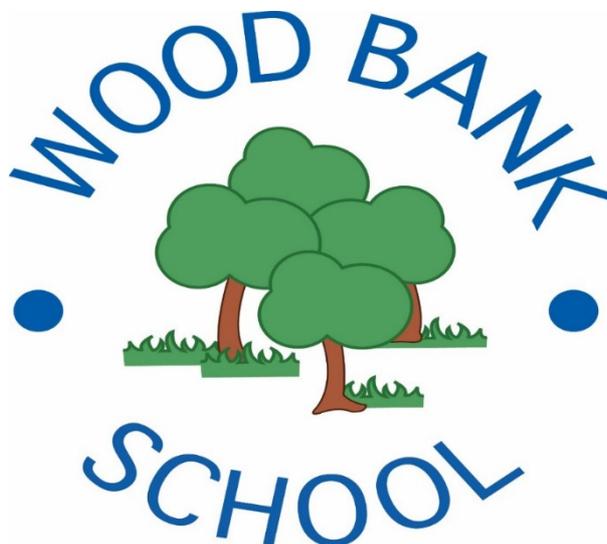


# WOOD BANK SCHOOL



## FREEDOM OF INFORMATION POLICY

<b>Ratification Date</b>	<b>March 2019</b>
<b>Review Date</b>	<b>March 2021</b>
<b>Signed (Headteacher)</b>	
<b>Signed (Chair of Governors)</b>	

## Equality Statement

At Wood Bank School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities. National legislation regarding disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

## Philosophy

We are aware that under the Freedom of Information Act 2000 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.

## 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.

## Procedures/Practice

### CATEGORIES OF INFORMATION PUBLISHED

Current published information is:

### **School Website**

- 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
- Attendance figures
- National Curriculum results for each Key Stage

### **Governors' Documents**

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

### **Pupils & Curriculum Policies**

- Curriculum Policy
- Sex Education Policy
- Special Education Needs Policy
- Accessibility Plan
- Equality Policy
- Collective Worship
- Child Protection Policy
- Positive Behaviour Support

### **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
- Complaints Procedure
- Performance Management of Staff
- Staff, Discipline and Grievance
- Curriculum Circulars and Statutory Instruments

### **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
  - 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 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.

### **REPORTING REQUESTS**

All requests for information will be reported to the Governors by the Headteacher

## **Responsibilities for Leading, Monitoring & Evaluating**

### **ROLE OF THE GOVERNING BOARD**

The Governing Board 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

### **ROLE OF THE HEADTEACHER & SENIOR LEADERSHIP TEAM**

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

### **Related Legislation/Documentation/Policies**

This policy relates to the following;

- Freedom of Information Act (2000)
- Equality Act (2010)