



Christ Church CE (c) Primary School Freedom of Information Policy

(A Staffordshire County Council Policy)

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 or whether it is free of charge

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.

Responsibility for the Policy and Procedure:

1. Role of the Governing Body

The Governing Body has:

- Delegated powers and responsibilities to the Head Teacher as 'Data Controller' for the school;
- Delegated powers and responsibilities to the Head Teacher 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;
- 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;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

2. Role of the Head Teacher and Senior Leadership Team

The Head Teacher 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 governors;
- 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

Categories of Information Published

Current published information is:

1. School Prospectus and/or on the website

- The name, address, telephone number, email address and website
- The type of school
- The names of the Head Teacher 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
- Pupil achievements at age 7
- Pupil achievements at age 11
- Arrangements to ensure every child gets teaching to meet their individual needs
- A list of the activities and options available to all pupils
- Pupils views of the school and how we have addressed these views
- Working with parents and the community

2. Governors' documents (available in school or on the website)

- 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
- Behaviour Policy

3. School Policies and other Information related to the school

(Available in school or on the website)

- The school's Ofsted/SIAM 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

Dealing with a Request for Information

The Head will deal with written requests for information by:

1. Deciding if the request comes under one of the following Acts namely:

Data Protection Act

Environmental Information Regulations

Freedom of Information Act

2. Deciding whether the school holds the information
3. Providing the information if it has already been made public
4. Informing the enquirer if the school does not have that information
5. Deciding if information disclosed might affect the interests of a third party
6. Deciding if the estimated cost of complying with the request will exceed the appropriate limit
7. Ensuring that all personal information is excluded from a requested document
8. Consider if the request is 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:

1. That the requested information is not held
2. The cost threshold is reached
3. The request is considered repeated
4. That one or more of the exemptions apply

Complaints

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

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 Head Teacher.

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.

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.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Head Teacher and the governors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)