



## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

### **AVONMOUTH CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY**

**DATE OF POLICY: SEPTEMBER 2016**

**REVIEW DATE: SEPTEMBER 2018**



## FREEDOM OF INFORMATION PUBLICATION SCHEME

*The governing body is responsible for maintenance of this scheme*

### Rationale

Avonmouth C of E Primary School is committed to openness and is clear and proactive about the information it makes public, but also recognises the need to protect sensitive information in certain circumstances. Even where certain exemptions apply, information will still be released if it is in the public interest to do so.

### Purpose

The school is duty bound to provide advice and assistance to anyone requesting information. Requests can be made under either (a) Data Protection Enquiry (DPA), (b) Environmental Information Regulations Enquiry (EIR) or (c) Freedom of Information Enquiry (FOI). The scheme gives clear guidance to ensure that all employees at the school are able to comply with requests for information under FOI. To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available on our website to download and print off or available in paper form. Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section headed "Classes of Information Currently Published" in this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- 1) *Governors' Documents* – information published in governing body documents.
- 2) *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
- 3) *School Policies and other information related to the school* - information about policies that relate to the school in general.

### Guidelines on how to request information

1. The Headteacher is the designated person responsible for ensuring the policy is enacted.
2. If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below, or you can visit our website



email: [avonmouth.p@bristol-schools.uk](mailto:avonmouth.p@bristol-schools.uk)

Tel: 0117 9030280

Contact Address:

Catherine Street, Avonmouth, Bristol BS11 9LG

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

3. If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school, requests should be made in writing addressed to the designated person, and include the enquirer's name and correspondence address and a description of the information requested.

### **How requests will be dealt with**

1. On receipt of a request the designated person will
  - a) will decide whether the request is a request under DPA, EIR or FOI. The request will also be emailed to [FOI@bristol.go.uk](mailto:FOI@bristol.go.uk) to check the validity.
  - b) will decide whether the school holds the information or whether the request should be transferred to another body if the information is not held by the school
  - c) should follow the appropriate flow chart (see appendix 1 Process Map for receiving requests for information or appendix 2 Process for handling FOI Enquiries)
  - d) provide the information if it has already been made public
  - e) consider whether a third party's interests might be affected by disclosure and if so consult them
  - f) consider whether any exemptions apply and whether they are absolute or qualified
  - g) carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
  - h) consider whether the request is vexatious or repeated
2. Requests will be dealt with within twenty days excluding school holidays.
3. The FOI Act covers all information held and is retrospective
4. The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.
5. The enquirer will be informed if the information is not held
6. The school maintains well managed records and management information to aid the school in meeting meet requests.
7. The school will not wilfully conceal, damage or destroy information in order to avoid answering an enquiry.
8. The school will maintain records in accordance with the Records Management Society of Great Britain – Local Government Group) Retention Guidelines for Schools.
9. The school will charge applicants a fee in accordance with the FOI Fees Regulations. Information published on our website will not be charged for.
10. Straightforward enquiries and Single copies of information covered by this publication are usually free. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where enquiries require further consideration or a written response, a charge will be made, the school will send the enquirer a fees notice, the school will not comply with the request until the fee has been paid.



11. The school will maintain a record of requests received, responded to and denied.
12. If the request is made for a document that contains exempt personal information, the school will ensure that the personal information is removed by applying the redaction procedure

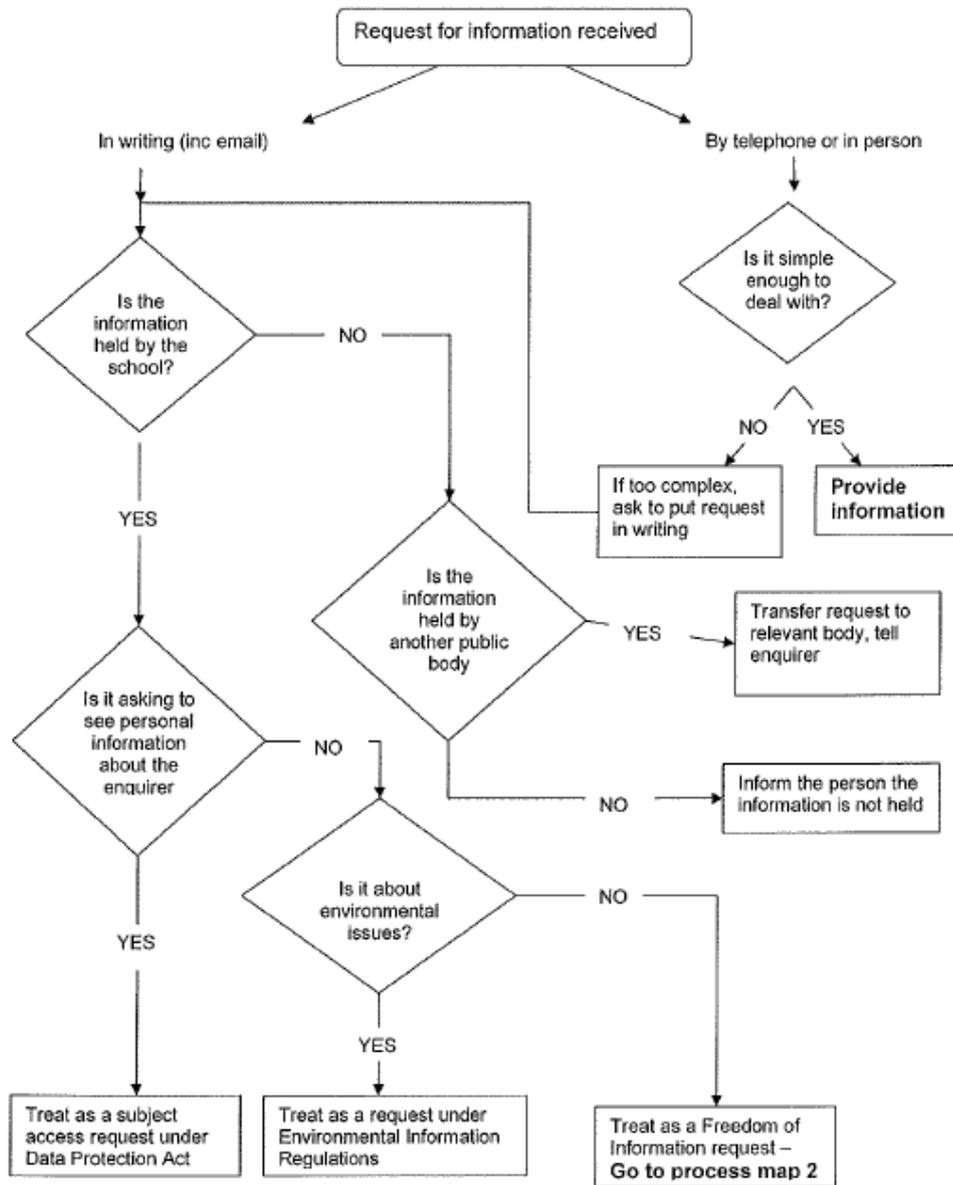
### **Record Retention**

Records will be managed in accordance with the current Records Management Society of Great Britain Local Government Group Retention Guidelines for Schools. An up to date copy of these guidelines can be found on the Records Management Society of Great Britain website

### **Feedback and Complaints**

1. We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance this should be addressed to The School Business Manager. Any complaints will be handled through the school's complaints procedure.
2. If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

1 PROCESS MAP FOR RECEIVING REQUESTS FOR INFORMATION



2 PROCESS MAP FOR HANDLING FOI ENQUIRIES

