



Jesus said 'I have come so that you might have life - life in all its fullness' St John's gospel Chapter 10, verse 10

Brill Church of England School Freedom of Information

<u>Policy Reviewed</u>	<u>May 2018</u>				
<u>Policy Owner</u>	<u>L.White and D.Baker</u>				
<u>Policy adopted by Governing body</u>	<u>May 2018</u>				
<u>Signed Headteacher/ Chair of Govs</u>					
<u>Review date</u>	<u>May 2021</u>				
<u>Version</u>	<u>1</u>				

L.Cotgreave
N.Phipps
R.Field
P.Slusar
C.Noyce
M.Kean
T.Gore
L.White
E.Vaile
D.Moss

School Ethos and Values

Our Mission statement

Jesus said *'I have come so that you might have life - life in all its fullness'* St John's gospel Chapter 10, verse 10

In a safe and happy environment, supported by our Christian values and ethos, we aim to provide the highest quality teaching and learning for all - through the delivery of a stimulating curriculum that develops the whole child and is relevant for the world we live in today.

Our Aims

- To stimulate intellectual curiosity and a lifelong love of learning, enquiry and debate
- To promote social, cultural, moral and spiritual development in order to prepare our pupils to be responsible citizens
- To develop relevant core skills and knowledge that help each child to become reflective and independent learners prepared for their future in an ever changing world
- To provide a healthy, safe and caring environment where children develop beliefs and attitudes that help them become successful well rounded human beings
- To offer a broad, enriched curriculum - that values and celebrates excellence in all fields of endeavour

Our School Christian Values

- Honesty - "Tell the truth to each other." Zechariah 8.16
- Service - "Serve one another in love." Galatians 5.13
- Love - "Love is patient and kind; it is not jealous or conceited or proud." 1 Corinthians 13.4
- Compassion - "Clothe yourselves with compassion, kindness, humility, gentleness and patience." Colossians 3.12
- Hope - "For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope." Jeremiah 29.11
- Thankfulness - "Every time I think of you I give thanks to my God."

Philippians 1.3

- Diversity - "Live in harmony with one another. Do not be haughty, but associate with the lowly; do not claim to be wiser than you are." Romans 12.16
- Respect - "Do to others as you would have them do to you." Matthew 7.12
- Joy - "Rejoice always, pray continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus." 1 Thessalonians 5.16-18
- Peace - "Blessed are the peacemakers, for they will be called children of God." Matthew 5.9
- Forgiveness - "Just as the Lord has forgiven you, so you must also forgive others." Colossians 3.13
- Courage - "Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go." Joshua 1.9

- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available:

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Monitoring and evaluating the policy

This policy will be monitored by the Headteacher and the Governing body and reviewed by the staff as part of the academy's monitoring cycle.