

Swanwick School & Sports College

Freedom of Information

Date	Review Date	Coordinator	Nominated Governor
April 2020	April 2021	C Greenhough	Mike Knight

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

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.

Procedure

Role of the Governing Body	<p>The Governing Body has:</p> <ul style="list-style-type: none">▪ delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;▪ responsibility for ensuring funding is in place to support this policy;▪ responsibility for ensuring this policy is made available to parents;▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Head	<p>The Headteacher must be responsible:</p> <ul style="list-style-type: none">▪ to the governing body for ensuring that the policy is implemented▪ for the maintenance of the management process

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Role of the Data Manager	The school's Data Manager is responsible to: <ul style="list-style-type: none">▪ the Headteacher for the day-to-day management of the policy
Categories of Information Published	Current published information is: <ul style="list-style-type: none">▪ School Prospectus<ul style="list-style-type: none">– 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▪ School Profile<ul style="list-style-type: none">- Successes this year- Improvements to be made- Pupil achievements at age 7- Pupil achievements at age 11- 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- Action plan for the last Ofsted inspection▪ Governors' documents<ul style="list-style-type: none">- Governors Annual Report- Instrument of Government- Minutes of meetings of the governing body and its committees▪ Pupils & Curriculum Policies

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	<ul style="list-style-type: none">- Home-School Agreement- Curriculum Policy- Sex Education Policy- Special Education Needs Policy- Accessibility Plans- Race Equality Policy- Collective Worship- Child Protection Policy- Pupil Discipline <p>▪ School Policies and other Information related to the school</p> <ul style="list-style-type: none">- The school's Ofsted 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- Curriculum Circulars and Statutory Instruments- Annex A – other documents
<p>Dealing with a Request for Information</p>	<p>The Headteacher will deal with written requests for information by:</p> <ul style="list-style-type: none">▪ deciding if the request comes under one of the following Acts namely:<ul style="list-style-type: none">- 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

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<p>Reasons for not Complying with a Request</p>	<p>We accept the four reasons under the FOIA for not complying with a request for information:</p> <ul style="list-style-type: none"> ▪ 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
<p>Complaints</p>	<p>All complaints will be dealt with by the school's complaints procedure.</p>
<p>Information Availability</p>	<ul style="list-style-type: none"> • Documents can be downloaded from the school website. • Or by contacting the school by: <ul style="list-style-type: none"> ▪ Letter ▪ Fax ▪ Email
<p>Payment for Information</p>	<ul style="list-style-type: none"> • Information published on the website is free. • A charge has been fixed for Education Records at a maximum of £50.
<p>Reporting Requests</p>	<ul style="list-style-type: none"> • All requests for information will be reported to the governors by the Head.
<p>Feedback and Complaints</p>	<ul style="list-style-type: none"> • 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.
<p>Monitoring the Effectiveness of the Policy</p>	<p>Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.</p>

<p>Headteacher:</p>		<p>Date:</p>	
<p>Chair of Governing Body:</p>		<p>Date:</p>	