

2017

# Freedom of Information Policy





## Review Framework

The policy should be reviewed every three years

	Date
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## Introduction

### Provision of Information

We are committed to openness and transparency in the provision of information to all persons or organisations that request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2009 and Data Protection Act 1998:

1. Copies of reference documents, such as policy statements and procedural guidance will be provided either free of charge or as published in our Publication Scheme, which is itself available from the school office. [\[Appendix 1\]](#)
2. We will normally confirm within five school days whether or not we hold the information you request and will either provide it promptly or within the 20 school days required by the Freedom of Information Act, within the 40 school days as required by Data Protection Act.
3. Where a request for information is made in person or over the telephone, and is reasonably straightforward, we will respond without formality. In more complex cases we will ask you to put the request in writing (letter, email or fax) to ensure that we have clear statement of what is requested.
4. Where appropriate, we will provide information in redacted (that is, edited) form, in line with any exemptions that we wish to apply under the legislation.

*Example: You ask for a document that includes details of other children besides your own. We agree to provide the document with references to other children edited out.*

5. If you do not accept our reasons for declining to disclose information requested you should write to the Chair of Governors, c/o the School in the first instance. If you are not happy with his/her response, you may wish to contact the Information Commissioner.
6. Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publication Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation such as the Disability Discrimination Act.
7. If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive the payment (cash or cheque).
8. The time allowed for us to provide the information – 20 or 40 days (see 2 above) - does not include the period between the issuing of the fees notice and the receipt of the payment.
9. We may be unable to provide the information you request for any of the following reasons:
  - We do not hold the information



- We are applying an exemption to the disclosure
- It would cost the school more than £450 to provide the information (this figure is set by government)

If we are unable to comply with your request, we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep down the costs.

## Charges

The fee for photocopying, printing and faxing is 10p per sheet. Postage costs will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information. This figure is set by Government.

In the vast majority of cases the costs will be **under £450** and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information
- putting the information onto CD, video or audio cassette
- translating the information into a different language

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

Where we estimate that the cost of meeting a request is likely to be **over £450**, and we agree to provide the information, we will apply the same kinds of charges but in addition we will charge for staff time at £25 per hour. If staff time is costed at less than £5, we will waive that part of the fee.

## Requests for personal information [Subject access requests]

Most requests for personal information are about children's records and can be responded to promptly. They are called 'subject access requests'. In more complex cases we may need more time but are still required by law to respond in full within 40 school days.

Schools can charge up to a maximum of £50 for responding to a subject access request but we will only do so where the cost is over £5, in which case we will charge 10p per sheet for photocopying, printing or faxing up to the £50 maximum. Further details on how to make a subject access request are given in the leaflet '*Seeing your personal education records*' which you can obtain from the school office.



## Appendix 1 School Publication Scheme

### 1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 [which is referred to as FOIA in the rest of this document] is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a scheme setting out:

- The classes of information we publish or intend to publish
- The manner in which the information will be published
- 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 available for you to download from our website 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.

### 2. Aims and Objectives

This school aims to:

- Enable every child to fulfil their learning potential with education that meets their needs
- Help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

### 3. 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 information known as 'classes'. These are contained in section 6 of this scheme.

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

- 1) School information
- 2) Governors' documents
- 3) Students and curriculum
- 4) School policies and other information related to the school

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please visit the school website [[www.southchurchschool.com](http://www.southchurchschool.com)] or contact the school by telephone, email or letter.



Email enquiries: [info@southchurchschool.com](mailto:info@southchurchschool.com)

Telephone: 01702 415300

Our postal address is:  
Southchurch High School  
Southchurch Boulevard  
Southend-on-Sea  
Essex  
SS2 4XA

To help us process your request quickly, please mark any correspondence '**Publication Scheme Request**'

If the information you are looking for is not available via the scheme and is not on our website you can still contact the school to ask if we have it.

## 5. Paying for information

Information published on our website is free, although you may incur cost from your internet service provider. If you do not have internet access, you can access our website using a local library or an Internet Café.

Single copies of information covered by this publication scheme are provided free of charge unless otherwise stated in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or it is for a priced item such as some printed publications or DVDs we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of information currently published and available on our website

<b>School information</b>	<ul style="list-style-type: none"><li>• The name, address and telephone number of the school</li><li>• The names of the Headteacher and the Senior staff</li><li>• The names of Subject Leaders and Pastoral staff</li><li>• Details about the admissions process</li><li>• How we provide for additional and special educational needs</li><li>• A statement of the school's ethos and values</li><li>• Performance data</li><li>• Year 7 Literacy and Numeracy Catch-up premium</li><li>• Pupil Premium</li><li>• Uniform guide</li><li>• School meals information</li><li>• Forms, letters, newsletters and other documents for parents</li></ul>
<b>Information relating to the governing body</b>	Minutes of the Governing Body meetings are not currently uploaded. The school is under an Interim Executive Board [IEB] that will be replaced by a full Governing Body during the Autumn Term 2017. Minutes of the new GB will be uploaded once in place.

<b>Policies and other documents</b>	Acceptable Use Policy Accessibility Plan Adverse Weather Policy Anti-Bullying Policy Attendance Policy Behaviour for Learning Policy Charging and Remissions Policy Complaints Policy and Procedure Child Protection and Safeguarding Policy Data Protection Policy Display Screen Equipment Policy Drugs Policy Educational Visits Policy Equality and Diversity Policy First Aid Policy and Procedure Freedom of Information Policy Health and Safety Induction Policy Health and Safety Policy Home School Agreement Literacy Policy Marking, Feedback and Assessment Policy Privacy Notice Risk Assessment Guidance Sex and Relationship Policy Smoke Free Policy
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## 7. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you wish to make any comments about this publication scheme or if you require any further assistance or to make a complaint then this should initially be addressed to the **Data Manager**.

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 a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensure compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

**Information Commissioner's Office Enquiry/information line:** 0303 123 1113

**Website:** [www.ico.org.uk](http://www.ico.org.uk)