




Freedom of Information Policy

Governing Board with Responsibility	Full Governing Board	
Reviewed/Revised	Summer 2018	
Date of Next Review	Summer 2020	
Agreed by Governors	27 th June 2018	
Additional Notes	No additional notes	

PART 1

FREEDOM OF INFORMATION OBLIGATIONS

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including schools, should be clear and proactive about information that is made public.

To do this the Governing Body will produce and keep up to date a Publication Scheme, which conforms to the Model Publication Scheme adopted by the local authority and approved by the Information Commissioner.

The Publication Scheme will set out:

- The classes of information which it publishes or intends to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment;
- Procedures for making a request for information, and
- Procedures for making a complaint about the school's compliance with its obligations to provide information.

The Data Protection Act requires that schools must keep private and confidential information about students and their families. This remains the case under the Freedom of Information Act and such information will not form part of the Publication Scheme.

The Publication Scheme will cover information already published and information to be published in the future.

All information in the Publication Scheme will be available in paper form via the School Office and, as far as possible, and/or from the School Website.

Comments about the Publication Scheme, requests for assistance or complaints should be addressed, in the first instance, to the Head Teacher at the School.



PART 2

PUBLICATION SCHEME

Introduction

This is the Publication Scheme of Princess Frederica CE VA primary School. It sets out the classes of information that the school publishes or intends to publish. It specifies the manner in which information is or is intended to be published. It also specifies whether or not the material is available free of charge. This Publication Scheme is made under the Freedom of Information Act 2000 which places an obligation on the school to adopt and maintain such a scheme. It is based on the model freedom of information publication scheme for schools.

The Freedom of Information Act gives a general right of access to all types of recorded information held by the school, whether or not included in the publication scheme. It also sets out exemptions from that right and places a number of obligations on schools. A person who makes a request to the school for information will be told whether the school holds that information and, subject to the exemptions, whether information will be supplied.

Individuals already have the right of access to information about themselves under the Data Protection Act. The Freedom of Information Act extends this right to allow public access to all types of information. The Data Protection Act also requires that the school must keep certain information private and confidential and such information is not the subject of this Publication Scheme.

The Freedom of Information Act and this Publication Scheme do not limit in any way the various other rights that members of the public have to information.

A wide range of general information about the school and its services is available on the school website (<http://www.princessfrederica.brent.sch.uk/>) which is regularly updated.

Responsibility for the Publication Scheme

The individual with overall and day to day responsibility for maintaining this scheme on behalf of the Governing Body is the Head Teacher.

Procedures for making requests

A request for information should be made in writing or by email and addressed for the attention of the Head Teacher. The school will make reasonable efforts to provide the requested information. This will depend on availability. Paper documents will be provided if requested, although there will be a charge for this (see fees below).

The school will respond to requests for information promptly and, in any event, normally within twenty working days.



Complaints

If the school does not comply with the Publication Scheme for example by not making available documents it should, or delaying in providing them a review of the school's actions can be requested by contacting the Governors, addressing the request to:

The Clerk to the Governors

This request should be sent in a sealed envelope to the school address.

If a person is dissatisfied with the outcome of the review, a complaint can be made to the Information Commissioner:

The Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone 01625 545 700

Fax 01625 545 510

Web

www.ico.gov.uk

Fees

Generally there will be no charge for requested information and information available from the websites is free of charge. For providing information where the costs of doing so exceed £2.00, the school will charge:

- 10p per sheet of photocopy, print out and printed covering letter, regardless of sheet size or colour copy.
- the actual cost of postage.
- where a specific request is made for presentation in a particular form (e.g. CD ROM), the actual cost of doing so.
- £25 per hour for staff time if the total cost of the request exceeds £450.
- actual costs of translation into another language.
- VAT will be chargeable in the circumstances that someone else holds the information as well as us.

Responding to high cost requests (those expected to cost more than £450) is discretionary and the Governing Body may refuse such requests.