

FREEDOM OF INFORMATION POLICY

Rationale:

The Freedom of Information Act 2000 aims that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

Some information held by the school may not be made public, e.g. personal information.

Aims & Objectives:

- ◆ to ensure Governing Body comply with Freedom of Information Act in the information made public
- ◆ to be clear and transparent what information that will be made public

Organisation:

The following classes of information are published:

- School Prospectus
- School Curriculum
- Policies and Procedures

Access to these publications are through the school website.

A paper version of any of the above documents are available on request from the school. Only if a significant amount of photocopying or printing is requested will a charge be made.

Monitoring & Evaluation:

The Governors welcome any comments or suggestions you have regarding this scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the school for consideration.

If you are not satisfied with the assistance you get or we have not been able to resolve your complaint then a formal complaint may be made to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000. They can be contacted at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

or

www.informationcommissioner.gov.uk

Initial date of policy: July 2011
Policy last reviewed: July 2018

It is the intention to review this policy annually.