

The Sandon School



Freedom of Information Policy

Last Adoption Date: March 2018

Next Review Date: Spring 2021

Freedom of Information Policy

1. The Freedom of Information Act 2000 provides public access to information held by public authorities, under this act we are obliged to publish information about our activities and members of the public are entitled to request information. So far as appropriate this Policy also covers the rights of access under the Environmental Information Regulations. The scope of this Policy applies to all recorded information held by the School that relates to the business of the School respecting the rights relating to personal data and information from third parties
2. We aim to be open transparent and to assist reasonable requests. We will publish certain information proactively on our website; this list is neither exclusive nor exhaustive but will contain information on our policies and procedures, curriculum information, our organisational structure and finance. Other information will be available on request; full details are available in our publication scheme, please see Appendix A
3. In certain circumstances we may be unable to provide the information requested for the following reasons:
 - It would cost too much or take too much staff time to deal with the request (currently set at £450 or 18 staff working hours)
 - The request is unreasonable
 - The request repeats a previous request
 - We do not hold the information
 - We are withholding the information under an exemption such as disclosure being against the public interest
4. If you do not accept our reasons for declining to disclose the information requested you should follow the procedures set out in our Complaints Policy. The Headteacher will consider issues as the Senior Information Risk Officer of the School. If you are not happy with the decision you may wish to contact the Information Commissioner at:

The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday
Email mail@ico.gsi.gov.uk
5. We will comply with the legal time limit of 20 working days for processing a request but consider this excludes school holidays. We also consider any fee should be paid before we process a request.
6. The Governing Board has delegated its overall responsibilities for information management issues to the Headteacher with the Business Manager being responsible on a day to day basis
7. This policy will be well publicised. It will be reviewed at least every three years. It was adopted by the Governing Body on 19 March 2018.

Publication Scheme

The School will make public a range of information as part of its normal business activities, for full information on what we should publish please see: <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>.

| Information to be published | Type of Information | How and where available |
|--|---|---|
| Who we are and what we do | Organisational information, location and contacts, constitutional and legal governance | The majority of information is held on the schools website, for more specific information please contact the Business Manager |
| What we spend and how we spend it | Financial information | Available on the schools website |
| What our priorities are and how we make decisions. | Strategy and performance information, plans assessments, inspections and reviews | The majority of information is held on the schools website, for more specific information please contact the Business Manager |
| How we make decisions | Policies and decisions, internal criteria and procedures, consultations | The majority of information is held on the schools website, for more specific information please contact the Business Manager |
| Our policies and procedures | Current written protocols for delivering our functions and responsibilities | Our schools policies are available on the schools website |
| Lists and registers | Information held in registers required by law or relating to the functions of the authority | The majority of information is held on the schools website, for more specific information please contact the Business Manager |
| The services we offer | Advice and guidance, description of the services we offer | The majority of information is held on the schools website, for more specific information please contact the Business Manager |

Information available on the website or from the schools reception is free of charge. Other information which may need to be printed and sent is available at cost or in line with the statutory fee recommendation.

| Type of charge | Description | Basis of Charge |
|----------------|---|---|
| Disbursement | Photocopying/ printing -15p per sheet (black & white) -25p per sheet (colour) | Actual cost incurred by the school |
| | Postage | Royal Mail 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | Information requested in an alternative format | These will be assessed individually and will have regard to current legislation |