**Freedom of Information Policy**

**Blakehill Primary School**



**Together We Can**







| Headteacher | Chair of Governors | Review Dates |
| --- | --- | --- |
| http://blog.blakehillprimary.co.uk/wp-content/uploads/2013/06/Trevor-sml.jpg | http://blog.blakehillprimary.co.uk/wp-content/uploads/2013/11/phil-sml.jpg | Last Review: March 2024 |
| Lisa Keighley | Philip Cavalier-Lumley | Next Review: March 2026 |

**1. Policy**

At Blakehill Primary School 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.

**2. Purpose**

* 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
* Complying with the General Data Protection Act.

**3. Scope**

All children and staff at Blakehill Primary School.

**4. Principles**

To fully comply with the legal requirements of the Freedom of Information Act.

**5. Responsibilities**

**Role of School Governors**

To ensure that this policy is adhered and maintained by the Headteacher.

**Role of the Headteacher**

The Headteacher must be responsible:

* to the governing body for ensuring that the policy is implemented
* for the maintenance of the management process.

**Role of the School Business Manager (SBM)**

The school’s Business Manager is responsible to:

The Headteacher for the day-to-day management of the policy.

**6. Procedures**

**The school must ensure the following Categories of Information are published:**

**Current published information:**

* School Prospectus
* Governors’ documents
* Instrument of Government
* Minutes of meetings of the Governing body and its committees.

**Pupils & Curriculum Policies**

* *Home-School Agreement*
* *Curriculum Policy*
* *Relationships & Sex Education Policy*
* *Special Education Needs & Disability Policy*
* *Accessibility Policy*
* *Equalities Policy*
* *Collective Worship Policy*
* *Child Protection Policy*
* *Behaviour Policy*

**School Policies and other Information related to the school:**

* The school’s Ofsted Inspection Reports
* School Improvement Plan (SIP)
* *Charging and Remissions Policy*
* School Session Times and Term Dates
* *Health and Safety Policy* and Risk Assessment
* *Complaints Policy and Procedure*
* *Performance Management of Staff*
* *Staff, Discipline and Grievance*
* Curriculum Circulars and Statutory Instruments

**Dealing with a Request for Information**

TheHeadteacher will deal with any written requests for information by deciding if the request comes under one of the following Acts namely:

– *Data Protection Act*

*- GDPR*

*– 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.

**Reasons for not complying with a Request**

We accept the four reasons under the FOIA for not complying with a request for information:

* 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.

**Complaints**

All complaints will be dealt with by the [school’s *Complaints Policy and Procedure*.](http://www.blakehillprimary.co.uk/website/complaints/275523)

**Information Availability**

Documents can be downloaded from the school website.

 Or by contacting the school by:

* Letter
* Email

**Payment for Information**

Information published on the School website is free.

A charge has been fixed for Education Records at a maximum of £50.

**Reporting Requests**

All requests for information will be reported to the governors by the Headteacher.

**7. Monitoring and Review**

The Headteacher will report to the governors on the effectiveness of this policy every two years.

**8. Distribution**

This policy will be available on the school website and from the School Business Manager.

**9. Contacts**

Please contact a member of the Governing body or the Headteacher if you require support or guidance on this policy.

**10. Cross Referencing**

This policy refers to all Blakehill policies and procedures

**11. Appendices**

None