



# Freedom of Information Policy

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Review By: Leadership Group & C&C

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## PUBLICATION SCHEME

on information available under the Freedom of Information Act 2000

### 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 publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *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 **[either available for you on our website to download 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

The school aims to:

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

- **Pupils & Curriculum** – information about policies that relate to pupils and the school curriculum.
- **School Policies and other information related to the school** – information about policies that relate to the school in general.

### 4 How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: [office@studleyhighschool.org.uk](mailto:office@studleyhighschool.org.uk)

Tel: 01527 852478

Fax: 01527 854469

Contact Address: Studley High School, Crooks Lane, Studley, Warwickshire, B80 7QX



To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in capitals please).

If the information you’re looking for isn’t available via the scheme you may 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 costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise 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 is for a priced item such as some printed publications or videos 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

### *Pupils and Curriculum Policies*

This section gives access to information about policies that relate to pupils and the school curriculum

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school’s policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying.



**School Policies and other information related to the school -**

This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection reports of religious education where the school is designated as having a religious character.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints Procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the headteacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Greivance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A- Other documents	Annex A provides a list of other documents that are held by the school and are available on request.

**7 Feedback and Complaints**

We welcome any comments or suggestions you may have about the 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 Clerk to the Governors at Studley High School, Crooks Lane, Studley, Warwickshire, B80 7QX. Tel: 01527 852478.

If you are not satisfied with the assistance you receive or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They may be contacted at:

*Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF*

Or

Enquiry/Information Line: 0303 123 1113

E Mail: [internalcompliancedept@ico.gsi.gov.uk](mailto:internalcompliancedept@ico.gsi.gov.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



## Appendix 1

### Exemptions

1. Although decisions on disclosure should be made on a presumption of openness, the FOI Act recognises the need to preserve confidentiality and protect sensitive material in some circumstances.
2. You cannot withhold information in response to a valid request unless one of the following applies:-
  - . an exemption to disclosure, or
  - . the information sought is not held, or
  - . the request is considered vexatious or repeated, or
  - . the cost of compliance exceeds the threshold given in the Act
3. The Act lists various exemptions. These are classed as absolute exemptions or qualified exemptions. With absolute exemptions, there is no requirement to confirm or deny that the school holds such information or to disclose the information or to consider the public interest.

There are eight such exemptions. Those indicated as being particularly relevant to schools are:-

- a. Information available to the enquirer by other means.
- b. Personal information where the enquirers seeks information about themselves, which is covered by the Data Protection Act
- c. Information provided in confidence if disclosure would constitute a breach of confidence actionable by that or another person.

There are , in addition qualified exemptions where there is a requirement to consider the public interest both in confirming or denying that the information is held and in disclosing it.

There are eight such exemptions. Those indicated as being particularly relevant to schools are:-

- a. Information intended for future publication.
- b. Information relating to investigations and proceedings conducted by public authorities.
- c. Law enforcement.
- d. Health and Safety where disclosure might affect the safety or physical or mental welfare of any individual.
- e. Environmental Information
- f. Personal Information
- g. Legal professional privilege e.g. advice given by legal advisers.
- h. Commercial interests.

4. This appendix is only a summary of the provisions of this part of the Act. Where such considerations arise, it will be incumbent on the person to whom the request is made to seek further advice. It is the responsibility of the person designated by the Governing Body to see that the case has been properly considered.