



**St Edward's**  
RC/CE VA School

# **Freedom of Information Policy**

**Reviewed and Approved by Business and Premises Committee  
On: 17 October 2017**

**Reviewed and Ratified at the St Edward's FGB  
On: 14 December 2017**

**Next review date: December 2020**

**Member of SLT responsible: Mrs M Lane**

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The school liaises with the Local Authority to ensure compliance with Local Authority and government statutes. Our aim is to ensure that students, parents, staff and visitors have access to the information that they need, with due regard to confidentiality.

### **Purpose of this policy:**

This policy supports the legislative framework for responding to requests for information under the statutory access regimes established by:

- the Freedom of Information Act (FOIA)
- the Data Protection Act (DPA)
- the Disability Discrimination Act
- the Equality Act (2010)
- and other legislation that provides a right of access

In addition, the School has its own policies on Data Protection and Complaints.

### **Responses to requests for information**

- Relevant documents are posted on, and may be downloaded from, the school's web site or hard copies may be requested at a small charge.
- Parents, carers and students may request copies of student record files, including paper and electronic files. A small charge will be levied for administration and photocopying charges.
- Parents, carers and students may not be given access to records which contain information on other staff/students which would breach our Data Protection Policy and/or the Data Protection Act
- All requests for information should be made, in writing, to the Headteacher.
- Any complaints should be addressed through the School's Complaints Procedure, available to view via the school website.

## Information provided by the school

Students have access to information by:

- the regular reporting of students' progress by written reports from teachers
- feedback from their subject teachers (verbal and written) relating to their work completed in class, including at Parents' Evenings
- reviews from enhanced monitoring through for example, student diary report cards.
- the SEND review process
- through the school student planner

Parents have access to information by:

- the regular reporting of their child's progress by written reports from teachers
- teachers' written comments in students' planners / letters and emails to parents; telephone conversations
- talking to teachers and support staff at annual subject-based Parents' Evenings and Progress Reviews
- Year 6 information evening.
- Pathways Evenings (for students selecting their KS4 and KS5 courses)
- Tutors and Year Leaders contact with parents
- available via the school website
- open mornings for parents of prospective new students
- by prior appointment to visit the school
- specific requests for information (see above)
- through appointments with teachers including EHCP or other review processes
- the Main School Prospectus
- SEND information to parents: at reviews, and with printed documentation, and from relevant professionals outside school supporting the work of the school

Visitors / external agencies / individuals have access to information (on a need-to-know basis only) by:

- the School's website
- contact with professionals within the school
- by written request to the Headteacher

## Requests under the Freedom of Information Act (FOIA)

The Freedom of Information Act (FOIA) was introduced to promote greater openness and accountability across the public sector, and establishes a general right of access to information held by public authorities, including schools. The act commits St Edward's School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by St Edward's School and falls within the classifications below.
- To specify the information which is held by St Edward's School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information St Edward's School makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### 1. Classes of information

#### 2.1 Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

#### 2.2 What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### 2.3 What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

#### 2.4 How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

#### 2.5 Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

#### 2.6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

#### 2.7 The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **2. The method by which information published under this scheme will be made available**

St Edward's School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of St Edward's School, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **3. Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

#### **4. Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

#### **5. Contact details**

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: [enquiries@st-edwards.poole.sch.uk](mailto:enquiries@st-edwards.poole.sch.uk)

Tel: **01202 740950**

Contact Address: **St Edward's School, Dale Valley Road, Poole, BH15 3HY**

To help us process your request quickly, please clearly mark any correspondence **"Freedom of information request"**

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.