




# St John's Walham Green CE Primary School

Policy Name	<b>Freedom of Information Policy (see also Data Protection Policy)</b>			
Date	February 2017	Review Date	February 2019	
Responsibility	FGB	Resources	Curriculum	Headteacher
Committee agreed on:	Signed by:			
FGB agreed/ratified on: 8.3.17	 Signed by:			

*St. John's Walham Green Church of England Primary School aspires to develop young people who are successful students, independent learners and confident individuals. We strive to ensure that our pupils become responsible citizens with a concern for the well-being of all God's creation.*

### **EQUAL OPPORTUNITIES STATEMENT**

St John's School is committed to the principle of equal opportunity for all pupils irrespective of race, religion, gender, language, disability or family background. We believe that equal opportunity is at the heart of good educational practice and challenge any form of discrimination. All staff and governors are responsible for ensuring that we implement this policy“.

### **FREEDOM OF INFORMATION POLICY AND PROCEDURES**

St John's Walham Green CE Primary School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the **Freedom of Information Act 2000**:

- Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme which is available from the school office or on our website.
- We will normally confirm within 5 working\* days whether or not we hold the information you request and, if we do, we will provide it within 20 working\* days.  
**\*Please note: Working days refers to term time only as contained in Statutory Instrument 3364.**
- Your request must be in writing (letter, email or fax) to ensure that we have a clear statement of what is requested.
- In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.
- If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, 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

Fax 01625 524510

Email [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

- Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See '**Charges**' below).
- If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment (cash or cheque). The time allowed for us to provide the information (20 working\* days) does not include the period between the issuing of the fees notice and the receipt of the payment.
- We may be unable to provide the information you request for any of the following reasons:
  - We do not hold the information
  - We are applying an exemption to the disclosure
  - It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).
- If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.
- The School will seek advice from the Local Authority's Information Governance Manager as necessary to clarify any points or to help resolve any disputes over information requests.

#### **DATA GATHERING AND STORAGE**

Information will only be gathered and stored for specified purposes. In order to be able to respond to requests for information St. John's will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.

#### **APPLYING EXEMPTIONS**

A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.

The decision to apply absolute exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other Governors, Head teacher, Deputy Head teacher.

If the group decides information should not be disclosed, a public interest test should be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does, the information must be disclosed.

#### **CHARGES**

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- Putting the information onto CD, video or audio cassette; □  
Translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

#### **LOGGING REQUESTS RECEIVED**

St John's School will keep a record (**See Appendix 2**) of all requests received for monitoring purposes, noting:

- the date the request was received,
  - name and contact details of the person or organisation making the request,
  - the date the request was fulfilled or refused,
  - the reason for any exemption being applied,
  - e) the reason for any failure to meet the 20 day deadline.

## Appendix 1

### Guide to information available from St John's School under the Freedom of Information Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>CLASS 1: WHO WE ARE AND WHAT WE DO</b>		
Who's who in the school	School Website	Free
Who's who on the governing body and the basis of their appointment	School Website	Free
Instrument of Government	School Website	Free
Contact details for the Head Teacher and for the governing body, via the school	School Website	Free
School session times and term dates	School Website	Free
Address of school and contact details, including email address	School Website	Free
<b>CLASS 2: WHAT WE SPEND AND HOW WE SPEND IT</b>		
Annual budget plan	Hard Copy	See Charges
Capital funding	Hard Copy	See Charges
Financial Audit reports	Hard Copy	See Charges
Additional funding	Hard Copy	See Charges

Procurement and contracts	Hard Copy	See Charges
Pay policy	Hard Copy	See Charges
Staffing and grading structure	Hard Copy	See Charges

<b>CLASS 3: WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
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Government supplied performance data	Hard Copy	See Charges
Latest Ofsted report, including full report	School Website	Free
Performance management policy and procedures adopted by governing body	Hard Copy	See Charges
Safeguarding and Child protection	School Website	Free

<b>CLASS 4: HOW WE MAKE DECISIONS</b>		
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Admissions policy	School Website	Free
Minutes of meetings of full governing body	Hard Copy	See Charges
Committee terms of reference	Hard Copy	See Charges

<b>CLASS 5: OUR POLICIES AND DECISIONS</b>		
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School policies (other)	School website	Free
Pupil and curriculum policies	School website	Free
Record management & personal data policies	School website	Free
Equity and diversity	School website	Free
Policies and procedures for recruitment of staff	Hard Copy	See Charges
Charging regimes and policies	School Website	Free

<b>CLASS 6: LIST AND REGISTERS</b>		
Curriculum circulars and statutory instruments	Department of Education website	
Disclosure logs	Hard Copy	See Charges
Asset Register	Hard Copy	See Charges
<b>CLASS 7: THE SERVICES WE OFFER</b>		
Extra curricular activities and after school clubs	School Website	Free
Leaflets and newsletters	Hardcopy or website	Free

## Appendix 2

### ST. JOHN'S LOG OF REQUESTS RECEIVED

Date the request was received		Name & contact details of the person or organisation making the request	Date the request was fulfilled or refused	Reason for any exemption being applied	Reason for any failure to meet the 20 day deadline
Date	Name of staff recording request				
