

Swanwick School & Sports College

Freedom of Information

Date	Review Date	Coordinator	Nominated Governor
November 2023	November 2024	C Greenhough / D England	Karen Hudson

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

Aims

- 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.

Procedure

Role of the Governing Body	The Governing Body has: <ul style="list-style-type: none">▪ delegated powers and responsibilities to the Headteachers to ensure all school personnel and visitors to the school are aware of and comply with this policy;▪ responsibility for ensuring funding is in place to support this policy;▪ responsibility for ensuring this policy is made available to parents;▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Headteachers	The Headteachers must be responsible: <ul style="list-style-type: none">▪ to the governing body for ensuring that the policy is implemented▪ for the maintenance of the management process

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Role of the Data Manager	The school's Data Manager is responsible to: <ul style="list-style-type: none">▪ the Headteachers for the day-to-day management of the policy
Categories of Information Published	Current published information is: <ul style="list-style-type: none">▪ School Prospectus<ul style="list-style-type: none">- The name, address, telephone number, email address and website- The type of school- The names of the Headteachers and Chair of Governors and contact details- The Admissions Policy- The school's ethos and values- SEN policy- The number of pupils on roll- Attendance figures- National Curriculum results for each Key Stage▪ School Profile<ul style="list-style-type: none">- Successes this year- Improvements to be made- Pupil achievements at age 7- Pupil achievements at age 11- Analysis of results over the past three years- Arrangements to ensure every child gets teaching to meet their individual needs- A list of the activities and options available to all pupils- Absence rates compared to other schools- Pupils views of the school and how we have addressed these views- The school's health, safety and well-being programme- Working with parents and the community- Action plan for the last Ofsted inspection▪ Governors' documents<ul style="list-style-type: none">- Governors Annual Report- Instrument of Government- Minutes of meetings of the governing body and its committees▪ Pupils & Curriculum Policies

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	<ul style="list-style-type: none">- Home-School Agreement- Curriculum Policy- RSE Policy- Special Education Needs Policy- Accessibility Plans- Equality Policy- Child Protection Policy- Behaviour and Attitudes to Learning policy <p>▪ School Policies and other Information related to the school</p> <ul style="list-style-type: none">- The school's Ofsted Inspection Reports- Post inspection action plan- Charging and Remissions Policies- School Session Times and Term Dates- Health and Safety Policy and Risk Assessment- Complaints Procedure- Performance Management/ Appraisal of Staff- Staff, Discipline and Grievance- Curriculum Circulars and Statutory Instruments- Annex A – other documents
Dealing with a Request for Information	<p>The Headteachers will deal with written requests for information by:</p> <ul style="list-style-type: none">▪ deciding if the request comes under one of the following Acts namely:<ul style="list-style-type: none">- Data Protection Act- 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

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Reasons for not Complying with a Request	<p>We accept the four reasons under the FOIA for not complying with a request for information:</p> <ul style="list-style-type: none"> ▪ 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 procedure.
Information Availability	<ul style="list-style-type: none"> • Documents can be downloaded from the school website. • Or by contacting the school by: <ul style="list-style-type: none"> ▪ Letter ▪ Email
Payment for Information	<ul style="list-style-type: none"> • Information published on the website is free. • A charge has been fixed for Education Records at a maximum of £50.
Reporting Requests	<ul style="list-style-type: none"> • All requests for information will be reported to the governors by the Head.
Feedback and Complaints	<ul style="list-style-type: none"> • We actively encourage the views and suggestions from parents and the general public about how we can improve this publication scheme. • All complaints should be addressed to the Information Commissioner's Office which ensures that all organisations comply with Freedom of Information Act 2000.
Monitoring the Effectiveness of the Policy	Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Headteachers:	C Greenhough / D England	Date:	14/11/2023
Chair of Governing Body:	Karen Hudson	Date:	14/11/2023