

# Stratford-sub-Castle Church of England VC Primary School

*Learning for life in a positive and caring Christian community*

## **Freedom of information and Publications Policy #3**

The *Planning Policy* was reviewed during the Autumn Term 2016.  
This document is the result of that review.

DATE AGREED BY FULL GOVERNING BODY:	<b>16/01/2017</b>
REVIEW DATE:	<b>January 2021</b>
AUTHOR:	<b>Mrs Kay Bridson &amp; Mr Peter Habert</b>
HEADTEACHER:	<b>Mrs Kay Bridson</b>
CHAIR OF GOVERNORS:	<b>Miss Angela Britten</b>
SIGNED:	
TO BE READ IN CONJUNCTION WITH:	<b><i>Data Protection Policy</i></b> <b><i>Freedom of Information Act 2000</i></b>



*Learning for life in a positive and caring Christian community*

## **Freedom of information and Publications Policy #3**

The *Freedom of Information and Publications Policy* was reviewed in 2016/2017. This document is the result of that review. It should be read in conjunction with the *Data Protection Policy* and with regard to the *Freedom of Information Act 2000*.

**This policy was agreed by the Governing Body on 16/01/2017**

**This policy will be reviewed in January 2021**

### **Introduction:**

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This policy sets out:

- the classes of information which we publish or intend to publish
- the manner in which the information will be published.
- whether the information is available free of charge or at a small cost

It covers information already published and information published in the future. Some information which we hold, e.g. personal information, may not be made public.

### **Categories of information published**

This policy guides you to information which we currently publish or will publish in the future. This is split into categories of information known as 'classes'. The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus – information published in the school prospectus
- Information relating to the governing body and other governing body documents
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school

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 and are available from the school office or on our website at <http://stratford-sub-castle.wilts.sch.uk>
- 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.**
- 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 on our website 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 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.

### **How to request information**

If a paper version of any of the documents is required, the school should be contacted by telephone, email or letter.

Contact details are set out below or visit our website at: [www.stratford-sub-castle.wilts.sch.uk](http://www.stratford-sub-castle.wilts.sch.uk)

Email: [admin@stratford-sub-castle.wilts.sch.uk](mailto:admin@stratford-sub-castle.wilts.sch.uk)

Tel: 01722 327227

Fax: 01722 327227

Contact Address: Administrator, Stratford-sub-Castle CE VC Primary School, Stratford Road, Stratford-sub-Castle, Salisbury, Wiltshire, SP1 3LL

Please mark any correspondence “Publication Request”

If the information isn’t available on our website, contact the school and ask if we have it.

## 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 other forms of portable media;
- 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.