

**ALDERMAN PEEL HIGH SCHOOL
WELLS PRIMARY AND NURSERY SCHOOL**

FREEDOM OF INFORMATION POLICY

Author	Alastair Ogle
Reference	AO14
Ratification date	_____
Review date	_____
Signed Chair of Governors	_____
Date	_____

Dealing with Freedom of Information requests

1. Determine whether the request is valid, by ensuring that the request:
 - * Has been received in writing (email is acceptable)
 - * Contains the name and postal or email address of requestor
 - * Contains a clear description of the information required.Applicants do not need to refer to the Act or state why they require the information.

2. Ascertain whether the information requested is
 - a) Held at the school
 - b) Collatable.
 - c) Check information is not contained within the publication scheme (e.g. in leaflets or on the website)
 - d) Check that another body do not publish the information (e.g. The DfE website publishes performance data)
 - e) We have a duty to provide advice and assistance, so you should direct them to the relevant website/resource.
 - f) It is a criminal offence to alter, deface, block, erase, destroy or conceal information to prevent disclosure.

3. Requests must be dealt with within 20 working days (excluding school holidays)
 - a) An acknowledgement letter should be sent.
 - b) Please consider personal data when providing information under the Freedom of Information Act.
 - c) It is usually possible to block out names/addresses. Sometimes, however, someone's identity can be guessed at due to the context, in this case all of the information would become exempt under section 40(1) of the FOI Act. If you are considering using an exemption to withhold information please contact the Data Protection & Freedom of Information Office at County Hall to discuss, on 01603 222449 or email foidp.chl@norfolk.gov.uk. **YOU SHOULD NEVER REFUSE A REQUEST WITHOUT SEEKING ADVICE.**
 - d) Please also consider third parties. Sometimes you will hold data that was provided by another organisation. Their consent should be obtained before disclosing any information. If possible, a copy of the information should be made, and provided either in print or via email. If it is not practical to provide a copy, then arrangements must be made for the original to be viewed.

Letter Templates

1. Referral to the Publication Scheme FREEDOM OF INFORMATION ACT 2000

Dear

I acknowledge your request for information received on DATE.

The information you have requested is contained within the Publication Scheme which can be accessed on the school's website. If you do have difficulty in accessing the information please contact me.

For your information this letter constitutes a Refusal Notice under Section 17 of the Freedom of Information Act and an exemption under Section 21 of the Act is being applied, namely the information is accessible by other means, e.g. the Publication Scheme.

If you have a complaint about the handling of your enquiry then please contact the Information officer at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545700

www.informationcommissioner.gov.uk

Yours sincerely

2. Request for more information to proceed FREEDOM OF INFORMATION ACT 2000

Dear

I acknowledge your request for information received on DATE.

Unfortunately I cannot identify the information you have requested from the details you have provided. To help me meet your request could you please complete and return the enclosed form so that I can process your request. Your request will then be considered and you will receive the information requested within the statutory timescale of 20 working days as defined by the Freedom of Information Act 2000, subject to the information not being exempt or containing a reference to a third party. If appropriate, the information may be provided in paper copy, normal font size. If you need alternative formats please let me know and we will see whether we can comply with your request.

For your information, the Act defines a number of exemptions, which may prevent release of the information you have requested. There will be an assessment and if any of the exemption categories apply then it cannot be released. You will be informed if this is the case.

If the information you request contains reference to a third party then they may be consulted prior to a decision being taken on whether or not to release the information to you. You will be informed if this is the case.

There may be a charge payable to cover the cost of providing this information. This will be assessed and you will be informed of the charge payable if this is the case.

Yours sincerely

Please provide further details of the information requested:

Please clarify the nature of the information sought

Please specify the format of information sought

Please specify the dates your request covers

3. Acknowledgement FREEDOM OF INFORMATION ACT 2000

Dear

I acknowledge your request for information received on DATE.

Your request will be considered within the statutory timescale of 20 working days as defined by the Freedom of Information Act 2000.

For your information, the Act defines a number of exemptions, which may prevent release of the information you have requested. You will be informed if this is the case. If the information you request contains reference to a third party then they may be consulted prior to a decision being taken on whether or not to release the information to you. You will be informed if this is the case. There may be a charge payable to cover the cost of providing this information. This will be assessed and you will be informed of the charge payable if this is the case.

Yours sincerely

4. Application to obtain consent from a 3rd party FREEDOM OF INFORMATION ACT 2000

Dear

I have received a request for information that includes reference to you [*your organisation*].

In accordance with the Freedom of Information Act 2000 I am consulting with you prior to releasing the information. I intend to release the attached documents, subject to your comments. Could you please reply within 5 working days and if in agreement give your consent to the release. If you do not agree please can you provide your reasons, if possible by reference to the exemptions under the Act. The Act requires that requests are met within 20 working days so please action this as soon as possible so I can adhere to the statutory timescale.

Further information is also available from the Information Commissioner's website at:

www.informationcommissioner.gov.uk

Yours sincerely

5. Information disclosed FREEDOM OF INFORMATION ACT 2000

Dear

I refer to your request for information, dated xxxxxx.

In accordance with the provisions of the Freedom of Information Act 2000, I have now processed your request.

As requested,

I enclose copies of the information you have requested/

I enclose a digest of the information you have requested/

I have made arrangements for you to view the information you requested at

..... Please contact me to arrange a convenient time for you to attend.

Should you have any queries regarding the information provided, please do not hesitate to contact me.

You have the right of appeal through the Council's internal complaints procedure by setting out the grounds of your appeal in writing to: The Board of Governors

If you are dissatisfied after pursuing the complaints procedure, you may apply to the Information Commissioner under Section 50 of the Act for a decision whether your request for information has been dealt with in accordance with the requirements of Part I of the Act. Contact details as follows:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone 01625 545 700

www.informationcommissioner.gov.uk

Yours sincerely

Information available under the Freedom of Information Act 2000

Introduction

This document describes the information that is available from and pertaining to Alderman Peel Hih School and Wells Primary and Nursery School and how it may be obtained.

It includes information provided by the School about the way the School works and what it achieves. It covers all the information either planned or already published which is available from the Schools websites or from the School office in printed form.

Some information held by the School may not be made public, for example personal information. This information can only be made available under the terms and conditions of the Data Protection Act

The School aims to provide:

- a happy, healthy, caring environment
- high standards of teaching and learning
- exciting opportunities for everyone
- partnership between School and community
- skills for a confident and successful future

The documents listed below provide information on how the School plans to meet these aims and what it has achieved. There are four broad topic areas:

School Prospectus – information published in the School prospectus.

Governors' Documents – information published by the Governing Body

Students & Curriculum – information and policies that relate to students and the School curriculum

Other School Policies and information related to the School -

information and policies that relate to the School in general.

If the information being sought is not readily apparent, please enquire at the School Office.

If you require a paper version of any of the documents, please contact the School or visit the website

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION REQUEST” (in CAPITALS please)

Single copies of information are usually provided free unless shown otherwise by a £ sign in the list.

If a request means that the School has to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as certain printed publications or videos it will let the requestor know the cost before fulfilling the request.

Publication List

School Prospectus

This contains:

- the name, address, telephone number and e-mail address of the School, the type of school and any specialist designation
- the names of the head teacher and chair of governors
- a statement of the School's ethos and values
- information on the School policy on admissions
- a summary of the School's statement on promoting Community Cohesion
- a summary of the information regarding the School's curriculum, target setting and assessment policies
- information about the religious education provided and parents' right to withdraw their child from it. The provisions for collective worship and the alternative provision for withdrawn students
- information about the School's policies on providing for students with special educational needs, Gifted and Talented students and Looked After Children
- information regarding the School's behaviour policy including dress code and attendance
- information regarding the School's policy for eliminating discrimination and promoting race, disability and gender equality.
- number of students on roll and rates of students' authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- GCSE/GNVQ results in the School, locally and nationally
- a summary of GCE A/AS level results in the School and nationally
- the number of students studying for and percentage achieving other vocational qualifications
- the destinations of school leavers
- the arrangements for visits to the School by prospective parents
- the number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

Governors' Documents

Instrument of Government

- The name of the School
- The category of the School
- The name of the Governing Body
- The manner in which the Governing Body is constituted
- The term of office of each category of governor if less than 4 years
- The name of any body entitled to appoint any category of governor
- Details of any trust
- The date the instrument takes effect Minutes 1 of meetings of the Governing Body and its committees
 - Agreed minutes of meetings of the Governing Body and its committees for at least the past year.
 - Available for perusal in the School upon request to the School Office
 - Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Students & Curriculum Policies

- Home – School agreement
- Statement of the School's aims and values, the School's responsibilities, parental responsibilities and the School's expectations of its students for example homework arrangements
- Curriculum Policy Statement on following the policy for the secular curriculum subjects, religious education, schemes of work and syllabuses currently used by the School
- Target Setting & Assessment Policy
- Statement of policy on setting of student attainment targets and monitoring, assessment and reporting of student progress
- Sex & Relationship Education Policy, statement of policy with regard to sex and relationship education
- Safeguarding Children Incorporating Child Protection
- Statement of Policy with regard to ensuring every child who is registered with the School is protected from harm and that their welfare is supported and promoted.

- Special Educational Needs Policy
- Information about the School's policy on provision for students with special educational needs
- Accessibility Plans
- Equality Policy Statement of policy for ensuring and promoting race, disability and gender equality
- Collective Worship
- Statement of arrangements for the required daily act of collective worship
- Careers Education,(CEIAG)
- Statement of the policy and programmes of careers education, information, advice and guidance (CEIAG) provided for students in years 7-11.
- Behaviour (Inclusion & Exclusion)
- Policies regarding the School's general principles on attendance, behaviour and discipline, dress code and measures taken to prevent bullying.
- Drug Education & Management Policy,statement of the School's policy on provision of drug education and management of drug related incidents
- Gifted & Talented Policy, statement of the policy for identifying and providing appropriate challenge and support to the most able

Other School Policies and information related to the School

- Published reports of Ofsted referring expressly to the School
- Published report of the last inspection of the School and the summary of the report Available upon request to the School Office or directly from the School's website
- Post-Ofsted inspection action plan
- A plan setting out the actions required following the last Ofsted inspection Available for perusal in the School upon request to the School Office School session times and term dates
- Details of School session times and dates of School terms and holidays
- Charging and Remissions Policies, 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 etc.
- Health and Safety Policy, 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 policy/procedures for dealing with complaints about the School
- Staff Conduct, Discipline and Grievance, statement of procedure for regulating conduct and discipline of School staff and procedures by which staff may seek redress for grievance

Feedback and Comments

We welcome any comments or suggestions you may have about our publications. If you wish to make any comments about the way our information is made available or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chair of Governors.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint regarding freedom of information 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 can be contacted at:

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

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk