

Freedom of Information Policy

Including Model Publication Scheme

Last amended 22.05.17 by Heather Watson

Reviewed and Ratified by Trustees 26.04.17

Next review date March 2019

This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

AIM

To be clear and proactive about the information that is made available for the general public. The Freedom of Information Act 2000 gives individuals and organisations right of access to all types of non-personal recorded information held by public authorities. Twynham Learning has a statutory duty to implement this Act and provide access to recorded information unless specific exemptions apply.

VISION

To respond to requests swiftly and efficiently upholding all aspects of the guidelines on any exemptions so as to promote confidentiality.

WHAT A MODEL PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all schools, should be clear and proactive about the information they will make public.

To do this we must produce a Model Publication Scheme, setting 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 on payment.

The Scheme covers information already published and information which is to be published in the future.

All information in our Model Publication Scheme is available in paper form and certain documents on line. Some information which we hold may not be made public, for example personal information.

This Model Publication Scheme conforms to the Model Scheme for Schools approved by the Information Commissioner.

TWYNHAM LEARNING AIMS TO:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child;
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This Model Publication Scheme is a means of showing how Twynham Learning is pursuing these aims.

GUIDELINES FOR STAFF

The Model Publication Scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. The classes of information that we undertake to make available are organised as per the Model Publication Scheme:

- Class 1 – Who we are and what we do
- Class 2 – What we spend and how we spend it
- Class 3 – What our priorities are and how we are doing
- Class 4 – How we make decisions
- Class 5 – Our policies and procedures
- Class 6 – Lists and Registers
- Class 7 – The services we offer

The general public will have the right to acquire a paper version of any of the documents available within the Scheme (Model Publication Scheme attached). Requests must be made in writing only, which includes email, fax or letter.

Requests for information will be met within 20 working days of receipt of the request. The Head's P.A. will contact the relevant staff member should we need to collate various information together in order to process a request. Once you have been contacted for information this must be forwarded to the Head's P.A. within 10 days to ensure that we meet our 20 day deadline.

Please read the Model Publication Scheme for more information.

GUIDELINES FOR THE GENERAL PUBLIC ON HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the Scheme, please contact us by email, fax or letter only, as requests will only be accepted in writing. Appropriate contact details are set out below:

Email: office@twynhamschool.com

Contact Address: Headteacher's P.A.
Twynham Learning
Sopers Lane
Christchurch
Dorset BH23 1JF

To help us process your request swiftly please clearly mark any correspondence **PUBLICATION SCHEME REQUEST** (in CAPITALS please).

If the information you're looking for is not available via the scheme you can still contact the school to ask if we have it.

EXEMPTIONS

Several sections of the FOIA confer an absolute exemption on information (see section 2 (3) of the Act). This has the effect of exempting us from confirming or denying that the information exists, or from disclosing the information at all.

All requests for exempted information should be passed to the Head's P.A., who will take advice on whether the information should be exempted.

If we receive a vexatious request or repeated request we are not obliged to comply with the request.

The Head's P.A. will decide with the assistance of legal advice if necessary, whether a request is vexatious.

Repeated requests from the same person for information already supplied to them will not be met unless there has been a "reasonable interval" between the requests – at least six calendar months.

In addition, the FOIA does not provide the right of access to personal information, this information can only be requested under the Data Protection Act 1998 (known as a "Subject Access Request").

PAYING FOR INFORMATION

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Any information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café. Our website address is www.twynhamschool.com

FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Executive Headteacher of Twynham Learning.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint 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's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Enquiry/Information Line: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

E Mail: casework@ico.org.uk

Website : <https://ico.org.uk>

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 the authority 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.

CLASSES OF INFORMATION

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

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

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.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

The authority 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 a public authority, information will be provided on a 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, a public authority 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.

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 authority 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.

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.

Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?	Freedom of Information Policy
2. Upon whom will this impact?	Staff employed by Twynham Learning and the general public

3. How would the work impact upon groups; are they included and considered?

The Equality Strands	Negative impact	Positive impact	No impact
Minority ethnic groups			√
Gender			√
Disability			√
Religion, faith or belief			√
Sexual orientation			√
Transgender			√
Age <small>(N/A to pre-school and school children)</small>			√
Rurality			√

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	√		
Gender	√		
Disability	√		
Religion, Faith or belief	√		
Sexual Orientation	√		
Transgender	√		
Age	√		
Rurality	√		

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by Heather Watson, Clerk to the Governors, 23/10/14,
reviewed March 2017

Comment by Headteacher: