



CHEW STOKE CHURCH SCHOOL

Freedom of Information Policy

This policy is written with reference to the Christian Foundation of the school.

'Confident in Learning, Caring in Life'

Our vision has been inspired by Luke 10:27

This policy should be taken and used as part of Chew Stoke Church School's overall strategy and implemented within the context of our aims and values as a Church of England School.

There is a legal right under the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) for any person to make a request to a public authority for access to information held by that authority.

This includes governing bodies of school academies, which are responsible for making sure that a school complies with the FOIA.

Schools must also have in place a Freedom of Information publication scheme. The legal presumption of openness makes it more important that a school decides its policies and conducts its day-to-day operations in a way that stands up to public scrutiny.

As requests for information can be directed to the school through anyone who works there, the governing body needs to make sure that all members of staff are aware of the FOIA and how the school handles requests for information. Governing bodies may choose to charge a fee, which must be calculated according to the Freedom of Information and Data Protection Regulations 2004 (Appropriate Limits and Fees – see Appendix B). The ICO also publishes guidance on charging a fee on its website.

Schools are under a duty to provide advice and assistance to anyone requesting information and must respond to the enquiry promptly, and in any event, within 20 working days of receipt (not including school holidays).

Guidelines for Implementation

Chew Stoke Church School, (the "School") will maintain all minutes of the Governing Body and its Committees for access by the public (except for minutes that are

properly recorded as Confidential which minutes would not be released under a FOIA request).

The School will ensure that all members of staff are aware of how to handle requests for information, which should be referred to the Head Teacher.

It is necessary for staff to consider whether any request for information affects the interests of or provides personal information about a pupil, a parent, a staff member or any other third party, and there would be a presumption to avoid any release of such private information. If there is any doubt, discussion will be held with the Chair of Governors and if necessary advice taken from the School's legal expert.

Individual pupil information will be made available only to those with parental responsibility.

Aims of the Freedom of Information Policy - the School Publication Scheme on information available (the "Publication Scheme").

1) Introduction: what publication schemes are and why ours has been developed

One of the aims of the Freedom of Information Act 2000 (FOIA) 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 publication scheme, setting out:

- The classes of information which we publish or intend to publish
- Whether the information is available free of charge or on payment
- The manner in which the information will be published

The Publication Scheme covers information already published and information which is to be published in the future. All information in our Publication Scheme is available for you on our website to download and print off.

Some information which we hold may not be made public, for example personal information.

Our Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner.

2) Aims and objectives

Through our commitment to high quality teaching and learning our pupils will be encouraged and supported to:-

- become caring people demonstrating the Christian beliefs and values of respect, honesty and fairness
- strive for their own personal achievements with modesty, whilst celebrating those of others

- take responsibility for their own actions and learning
- feel confident and valued in their contribution to the life of the school, as well as being flexible and adaptable for the modern world
- have an understanding of the diverse cultures, attitudes and beliefs of others
- be able to achieve their own potential, seeking excellence by striving to be the best that they, as an individual, can be
- gain appropriate technological skills

Our Publication Scheme is a means of showing how we are pursuing these aims.

3) Categories of information published

Our Publication Scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas

- School website - information published www.chewstokeacademy.org
- Governors' Documents
- Curriculum - information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school - information about policies that relate to the school in general

4) How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below

Telephone: (01275) 332354

Email: office@chewstokeacademy.org

Website: www.chewstokeacademy.org

Contact Address: Chew Stoke Church School, School Lane, Chew Stoke, BS40 8UY

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS)

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

Written requests

Information held by the school that is not published under this scheme

can be requested from us in writing, and will be considered in accordance with the provisions of the Freedom of Information Act.

5) Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have the internet, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in Annex B.

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. Where there is a charge this will be indicated by a £ sign in the description box.

6) Classes of information currently published

School Information

Information is published during the school year and is updated regularly. Specific information about the admissions process is also available via the Local Authority's website

Memorandum and Articles of Association

- 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
- The name of anybody entitled to appoint any category of governor
- Details of members of the Academy Trust
- The date the company was incorporated

Pupil and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

- Sex Education Policy - statement of policy with regard to sex and relationship education

- Special Education Needs Policy - information about the school's policy on providing for pupils with special educational needs
- Accessibility Plan - plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils
- Inclusion Policy and Equality Objectives
- Child Protection and Safeguarding Policy - statement of policy for safeguarding and promoting welfare of pupils at the school
- Pupil Behaviour - statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying

School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general.

- Published reports of Ofsted referring expressly to the school
- Published report of the last inspection of the school and the summary of the report
- Finance Policy – includes a 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
- School session times and term dates - details of school session and dates of school terms and holidays can be found on the school website
- Health and Safety Policy and risk assessment - 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 procedures for dealing with complaints
- Appraisal policy - statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
- Staff Grievance and Discipline - statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

7) Feedback and complaints

We welcome any comments or suggestions you may have about the Scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher at Chew Stoke Church School, School Lane, Chew Stoke, BS40 8UY.

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 as follows:

ICO helpline: open between the hours of 9.00am and 5.00pm, Monday to Friday.
08456 306060
01625 54 57 45
Enquiry/Information Line: 01625 545 700
Fax: 01625 524510
By post: The Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF.
By email: notification@ico.gsi.gov.uk
Website: www.informationcommissioner.gov.uk

This policy was approved by the Governing Body in September 2022.

Review date: September 2024

Annex A – Further documents held by the school

Name of Document and Description

1. Governors Newsletter

A letter sent by the Chair of Governors, at least three times a year, to update parents on governing body policy and actions.

2. School Newsletter

Published weekly by the Headteacher and available on the school's website.

Annex B – Charges & Fees for the provision of material

Website: access to the website is free of charge unless otherwise specified.

- Email & attachments: free of charge unless otherwise specified.
- Website printouts: printouts from the school website or external websites are not provided.
- Copies by post of information:

Photocopies:

A minimum charge of £1 for up to 10 pages A4

A minimum charge of £1.20 for up to 6 pages A3

Further pages are charged at:

A4 pages at 10p per page (single sided)

A3 pages at 20p per page (single sided)

A2 pages at £1 per page (single sided)

- Photocopies: information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this

charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.

A4 pages at 20p per page (single sided)

A3 pages at 40p per page (single sided)

- Postage for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- Copies of published materials: copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.
- Administration fees: charges are calculated at £20 per hour.
- CD ROM or Floppy disc – a charge will be made at commercial prices for the data medium.

This fees regime was approved by the Governing Body on [] September 2017, following publication of the 2004 Fees Regulations, and will be reviewed annually. The introduction of any further statutory obligations will also trigger a review of these arrangements.