



KIVETON PARK INFANT SCHOOL

FREEDOM OF INFORMATION POLICY

Date of Policy Approval _____

Date of Policy Review _____

Policy Approved _____

The school will comply with: The terms of the Freedom of Information Act 2000, and any subsequent relevant legislation, to ensure all information held by the school is treated in a manner that is fair and lawful.

Information and guidance displayed on the Information Commissioner's website

www.informationcommissioner.gov.uk

This policy should be used in conjunction with the school's Internet Use Policy and Data Protection Policy.

Data Gathering and Storage

Information will only be gathered and stored for specified purposes.

In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily. Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

Dealing with Requests for Information

Theoretically any request for information is a request under the Freedom of Information Act, however the school has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service will be recorded as Freedom of Information requests.

The school will assist applicants in making their request to have access to information held by the school.

Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g.school, LA, hospital).

The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.

The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit.

All requests for information will be dealt with in compliance with the 20 day deadline, whether they are recorded as Freedom of Information requests or not. If a response will take longer than 10 working days to respond an acknowledgement will be sent to the person making the request, informing them when the information will be supplied. This acknowledgement will not allow the school to exceed the overall 20 day deadline.

The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by the Department for Constitutional Affairs. If the estimated cost of complying with the request does not exceed this amount the school is not entitled to make a charge for fulfilling the request.

The Head teacher will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database. Persons requesting data will be supplied with a copy of our complaints procedure. Copies of data supplied will be retained for two years from the date it was put into the public domain.

Applying Exemptions

The school will use the list of exemptions which can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the school.

The decision to apply absolute or qualified exemptions will not be taken by individual members of staff but will be made by the Governing Body in consultation with the Executive Head teacher.

Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information will be disclosed. Advice will be sought from Birmingham City Council's Data Protection and Freedom of Information Manager or Legal Services if there is any doubt as to whether information should be disclosed.

Logging Requests Received

The school will keep a record of all requests received for monitoring purposes, noting:

- a) the date the request was received,
- b) name and contact details of the person or organisation making the request,
- c) the date the request was fulfilled or refused,
- d) the reason for any exemption being applied,
- e) the reason for any failure to meet the 20 day deadline.

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 or you can visit our website at:

www.kivetonparkinfants.co.uk

Email: kiveton-park.infant@rotherham.gov.uk

Tel: 01909 770303

Fax: 01909 515176

Contact Address: Kiveton Park Infant School, Station Road, Kiveton Park, Sheffield, S26 6QP

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

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

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 Internet access, you can access our website using a local library or an Internet café. Single copies of information not on the website are provided free unless stated otherwise in section 6. 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.

Information currently produced (published) by school

School Prospectus

The contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the Head teacher and Chair of governors
- information on the school policy on admissions
- a statement of the school's ethos and values
- details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
- information about the school's policy on providing for pupils with special educational needs
- number of pupils on roll
- National Curriculum assessment results for appropriate Key Stages
- the arrangements for visits to the school by prospective parents

Other information

Details of the governing body membership, including name and address of chair and clerk

Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

Home – school agreement

Learning and Teaching Policy

Sex and relationship education Policy

Special Education Needs Policy

Accessibility Plan

Single Equality Policy

Safeguarding and Child Protection Policy

Published reports of Ofsted referring expressly to the school

Charging and Remissions Policy

Health and Safety Policy and risk assessment

Complaints Procedure

Teacher Appraisal Policy

Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Principal or governing body relating to the curriculum

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