



Freedom of Information

The Freedom of Information Act 2000 (FoI) came fully into force on January 1 2005. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

This publication scheme has been adopted in accordance with the model scheme published by the Information Commissioner.

This publication commits the school 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 provide information regarding any charges for access to information which is made available.
- To make this publication scheme available to the public.

If the information you are looking for is not covered within this scheme, you can still contact the school to ask if we have it. Please contact the FoI Co-ordinator, Miss Rachel Taylor, Headteacher's PA to make a request.

Publications Scheme

Class 1- Who we are and what we do

Information held	How the information can be obtained	
	Hard copy	website
School dates and session times	✓	✓
Contact details	✓	✓
Who's who on the governing body and the terms of their appointment	✓	✓
Prospectus including our aims and curriculum offer	✓	✓
Who's who in the school- staff list	✓	✓

Class 2 What we spend and how we spend it

Information held	How the information can be obtained	
	Hard copy	website
Annual budget plan	✓	

Class 3- What are priorities are and how well we are doing

Information held	How the information can be obtained	
	Hard copy	website
Government supplied performance data	✓	
Latest Ofsted report	✓	✓
School progress plan roadmap	✓	✓

Class 4- How we make decisions

Information held	How the information can be obtained	
	Hard copy	website
Agendas of meetings of the Governing Body and its committees	✓	✓
Minutes of meetings (as above (these may be in redacted form)	✓	✓

Class 5- Our policies and procedures

Information held	How the information can be obtained	
	Hard copy	website
Curriculum overview	✓	✓
Options	✓	✓
Exams	✓	✓
Pastoral care	✓	✓
Assessment and reporting	✓	✓
Gifted and Talented	✓	✓
Homework	✓	✓
Open Evening	✓	✓
Absence from school	✓	✓
Complaints Procedure	✓	✓
Freedom of Information Policy	✓	