



## Nettlebed Community School

High Street, Nettlebed, Oxon, RG9 5DA

Tel: 01491 641328

Fax: 01491 641899

Email: [office.2504@nettlebed.oxon.sch.uk](mailto:office.2504@nettlebed.oxon.sch.uk)

Headteacher: Mrs Bethany Greenwood

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### Nettlebed Community Primary School

## Freedom of Information (FOI) Policy and Publication Scheme

### General

1. The Freedom of Information (FOI) Act 2000 came into force fully on 1 January 2005. As a public authority, Nettlebed Primary School has two main obligations under the FOI Act:

a. The school will provide a 'Publication Scheme'. This is a guide to the information it holds and which it makes routinely available to the public. See below.

b. The school must deal with 'individual requests for information'. Individuals already have the right to access their personal data, held by the school, under the Data Protection Act 1998. See the Oxfordshire County Council Data Protection Policy for more information.

### Aim

2. The aim of this FOI policy is to provide a framework within which Nettlebed Primary School will ensure compliance with the requirements of the FOI Act. The policy will guide the specific operational procedures and activities connected with the implementation of the FOI Act.

3. For advice about applying FOI procedures, please contact the Headteacher.

### Principles

4. This FOI Policy applies to all staff and governors of the school.

5. The FOI policy applies to all recorded information the school holds, including any information that is created, received and maintained by staff and governors in the course of their work. Information can be held in a number of different media including paper, electronic, audio and video.

### Dealing with requests under the FOI act

6. The school undertakes to offer advice and assistance to any person wishing to make a request for information. The school is committed to completing information requests within the statutory timescale of 20 working days and sooner wherever possible. In certain circumstances this timescale may be extended. Repeated or vexatious requests for information will be refused. The school will maintain its commitment to openness, scrutiny and the public interest while claiming exemptions where appropriate:



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- a. The school will have in place an appropriate procedure for measuring the public interest when considering an exemption which requires such a test.
  - b. Any request in writing for recorded information will be considered a Freedom of Information request. There is no need for requests to indicate that they are made under the FOI Act and all such requests will be dealt with under this policy.
  - c. The school may refuse requests where the cost of the supply of the information would exceed the appropriate limit in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. This limit is currently £450.
  - d. Where the school requires clarification of a request or a fee before providing the information, it will inform the requester in writing. The requester will be given three months in which to provide the clarification or fee. This date will be communicated to the requester.
  - e. Where a request is for environmental information the school will apply the Environmental Information Regulations (EIR) 2004 as appropriate. Under the EIR it is possible to make a verbal request.
  - f. Where the school does not hold the information being requested but another organisation does, the school will advise the requester to contact that other organisation. Wherever possible, the school will provide up to date contact details for that organisation.
  - g. Where the information being requested is held by the school but was created by a third party, the school will make every reasonable effort to contact that third party to determine if they object to release.

### Complaints and review of requests

7. Where a requester complains about, or requests a review of, the response to their information request, a review will be undertaken by a senior member of staff who was not involved in making the original decision. The request for a review will be acknowledged within 5 working days of receipt and a full response provided within 20 working days, beginning the day following receipt, in accordance with guidance from the Information Commissioner's Office.

- a. Following the initial review of the request, if the requester remains dissatisfied, they will be directed to the Information Commissioner's Office.
- b. The school will accept a complaint or request for review in relation to an information request no more than six months after the date the response was originally sent.

### Adopting and Maintaining the School Publication Scheme

Date of policy –  
Reviewed – July 2016  
Next review – Summer 2018





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8. In accordance with Section 19 of the FOI Act, the school maintains a Publication Scheme. See below.

### Responsibilities

9. All staff and governors who hold or process information covered by the FOI Act are responsible for complying with this policy, irrespective of whether information is released or not. School staff and governors are also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post. The Headteacher will ensure that compliance is met.

10. Complaints regarding the use of this policy should be directed to the Headteacher.

### Compliance

11. This policy complies with Article 8 of the European Convention on Human Rights.

12. Personal data processed as a result of this policy will be managed in accordance with the provisions of the Data Protection Act 1998.

## Nettlebed Primary School Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

### 1. Introduction:

Public authorities, including all maintained schools, should be clear and proactive about the information they will make public. This scheme covers information already published and information which is to be published in the future.

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### 2. Categories of information published:

Date of policy –  
Reviewed – July 2016  
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The 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 information published on the school website.
- Information relating to the governing body
- 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.

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

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

#### 6. Classes of Information Currently Published

Information on the school published on the school website, for example: School session times and term dates; Admissions Policy

Information relating to the governing body, for example: Instrument of Government; the term of office of each category of governor; minutes of meeting of the governing body and its committees



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Curriculum Policies for example: Curriculum Policy; Sex Education Policy; Special Education Needs Policy; Behaviour Policy.

### 7. 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 Chair of the Governing Body at the school.

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

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Last Review Date: July 2016

