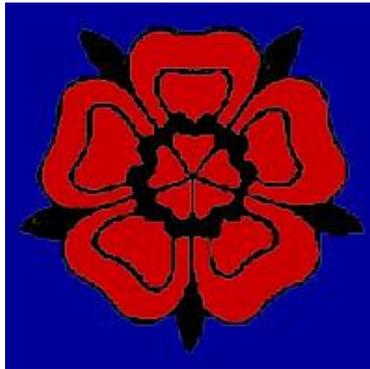


# **Rosa Street Primary School**



## **Freedom of Information Policy**

Date Policy Adopted – Jan 2016

Review Date – Jan 2018

Head Teacher – Mrs. H Ashton

Governor – Leigh Lockey

A member of Cleves Cross Learning Trust



## **This is Rosa Street Primary School's Freedom of Information Publication Scheme Policy**

(The governing body is responsible for maintenance of this scheme)

### **Introduction: what a publication scheme is and why it has been developed**

This publication scheme commits Rosa Street Primary School (RSPS) 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 RSPS.

RSPS is committed to openness and is clear and proactive about the information it makes public, but also recognises the need to protect sensitive information in certain circumstances. Even where certain exemptions apply, information will still be released if it is in the public interest to do so.

### **Purpose**

The school is duty bound to provide advice and assistance to anyone requesting information. The scheme commits RSPS:

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

To do this we must produce a publication scheme, setting out:

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

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available on our website to download and print off or available in paper form. 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.

## Categories of Information Published

The categories of information we can publish, is split into categories of information known as 'classes'. The classes of information that we undertake to make available are organised into four broad topic areas:

1. School Prospectus/Brochure – information published in the school prospectus.
2. Governors' Documents – information on governing body documents.
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
4. School Policies and other information related to the school - information about policies that relate to the school in general.

The School Prospectus/Brochure and many policy documents held by the school can be viewed on the RSPS website at <http://www.rosastreet.durham.sch.uk/aboutus/>

For other policies not on our website please contact the school direct at [rosastreet@durhamlearning.net](mailto:rosastreet@durhamlearning.net) and for information relating to Governing Body documents (prior to 1 September 2015), please email the Clerk to the Governing Body at [sgss.administration@durham.gov.uk](mailto:sgss.administration@durham.gov.uk)

For Governing Body papers from 1 September 2015, (when our strategic and operational governance support changed to Avec Partnership Ltd), please contact the Trusts Business Manager at [clevescross@durhamlearning.net](mailto:clevescross@durhamlearning.net)

## How to Request Information

1. If you require a paper version of any of the documents within the scheme, please contact the school by letter or email to the Head Teacher, Rosa Street Primary School, Rosa Street, Spennymoor, County Durham. DL16 7NA or by email to [rosastreet@durhamlearning.net](mailto:rosastreet@durhamlearning.net)
2. To help us process your request quickly, please clearly mark any correspondence **'PUBLICATION SCHEME REQUEST'** (in CAPITALS).
3. Any requests for Freedom of Information paperwork will be charged at cost for reprographics, paper and postage.
4. If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school. Requests should be made in writing addressed to the Head Teacher or by email to [rosastreet@durhamlearning.net](mailto:rosastreet@durhamlearning.net) and include the enquirer's name and correspondence address with a description of the information requested.
5. On receipt of a request the Head Teacher will:
  - Decide whether the request is under the Data Protection Act, Environmental Information Regulations enquiry, or Freedom of Information (FOI) enquiry
  - Decide whether the school holds the information or whether the request should be transferred to another body if the information is not held by the school
  - Provide the information if it has already been made public
  - Consider whether a third party's interests might be affected by disclosure and if so consult them

- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Consider whether the request is vexatious or repeated

6. Requests will be dealt with within twenty days excluding school holidays.

7. The FOI Act covers all information held and is retrospective.

8. The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny), except where certain exemptions apply.

9. The enquirer will be informed if the information is not held.

10. All information held by the school must be recorded legibly.

11. The school maintains well managed records and management information to aid the school meet requests.

12. The school will not wilfully conceal, damage or destroy information in order to avoid answering an enquiry.

13. Expressions of dissatisfaction will be handled through the school's existing complaints procedure.

14. The school will charge applicants a fee in accordance with the FOI Fees Regulations and may include disbursements for photocopying, postage and packaging and costs directly incurred as a result of viewing information. Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not have internet access, you can access our website using a local library or an Internet Café.

15. Straightforward enquiries and single copies of information covered by this publication are provided free. 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, we will let you know the cost before fulfilling your request. Where enquiries require further consideration or a written response, a charge will be made, the school will send the enquirer a fees notice, the school will not comply with the request until the fee has been paid.

16. The school will maintain a record of requests received, responded to and denied. The governors will review the register annually.

17. If the request is made for a document that contains exempt personal information, the school will ensure that the personal information is removed by applying the redaction procedure.

### **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 Head Teacher at RSPS.

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:

