



**THE CHERWELL SCHOOL**

## **FREEDOM OF INFORMATION POLICY**

Schools hold copious amounts of information about their staff, students, parents and the internal school procedures and data sources. The Information Commissioner has designated that all public bodies that hold information must have a current scheme that delineates their policy towards the publication and sharing of the information that they hold.

All schools in England are therefore required to have and publish a Freedom of Information scheme that is communicated to relevant stakeholders on a regular basis so that they are aware of their rights and responsibilities in relation to this policy.

### **Introduction**

Since April 2008 the Information Commissioner has simplified this process for all schools by creating a Model Publication Scheme which can be adopted in its entirety, without further approval, and with it being valid until further notice is given. The Cherwell School has adopted this policy in this way and will share this scheme with its relevant stakeholders on a suitably regular schedule which is:

- Annually with all parents of students new to the school via the school website
- Annually with all staff new to the school

### **The Cherwell School Publication Scheme**

This scheme is based on, and includes, the entirety of the model publication scheme which has been prepared and approved by the Information Commissioner. As stated in legislation, this can be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits The Cherwell 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 Cherwell School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner and attached herewith as Appendix 1.

The scheme commits The Cherwell School to:

- proactively & routinely publish, or otherwise make available, information, including environmental information, which is held by The Cherwell School and falls within the classifications below
- specify the information which is held by The Cherwell School and falls within the classifications below
- proactively publish, or otherwise make available, as a matter of routine, information in line with the statements contained within this scheme
- 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

- regularly review/update the information The Cherwell School makes available under this scheme
- produce a fee schedule charged for access to information which is made proactively available
- make this publication scheme available to the public

### **Classes of Information**

The classes of information can be specified by areas of our activity:

- **Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance
- **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
- **Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities
- **Lists and Registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority
- **The Services we Offer**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

### **The method by which information published under this scheme will be made available**

The Cherwell School will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of The Cherwell School, information will be provided on the school website. Where it is impracticable to make information available on the website, or when an individual does not wish to access the information by the website, The Cherwell School will indicate how information can be obtained by other means and provide it thereby

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where The Cherwell School is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by The Cherwell School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by The Cherwell School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.