

Freedom of Information Policy & Publication Scheme

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect;
- Resilience;
- Responsibility.

These values apply to three important spheres of life:

- Believing in Excellence for ourselves;
- Believing in Excellence for others;
- Believing in Excellence for our environment.

Date of Policy	September 2016
Date agreed by Governing Body	September 2016
Date of next review	June 2019
Lead Member of Staff	Jon Brown, Resources Manager

Policy Statement

Cavendish School will comply with the requirements of the Freedom of Information Act 2000, and in particular will:

- Make as much information as practicable available via the Publication Scheme (see below)
- Respond to requests for information as quickly as possible, and in any event within the statutory timescales
- If the School hold the information and exemptions do not apply, we will pass it on within the statutory timescales
- If the School do not hold the information, we will advise you within the statutory timescales
- Where, exceptionally, the School believe it is not going to be possible to respond fully within the statutory timescale, the School will advise why, and give an estimated date by which the information will be provided

Information which will not be made available if the disclosure is prevented by law, or exempt under the Freedom of Information Act.

Publication Scheme

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed.

One of the aims of the Freedom of Information Act 2000 is that public authorities, including schools, should be clear and proactive about the information they will make 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 on payment.

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

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. School Mission Statement and Statement of Values

Believing in Excellence

The Cavendish School is an outstanding community school which is fully inclusive and has the highest educational standards, built around a high performing core. We offer the highest quality learning and teaching, with excellent examination results, where all students are challenged to exceed their expected progress and meet ambitious targets.

We believe all our students should have the best possible life chances. Therefore, it is important for our learners to be:

- Respectful of themselves, others and their environment
- Functionally literate and numerate
- Technologically intelligent
- Independent, creative and enterprising learners
- Aspirational about their future
- Responsible citizens able to take their place in society by the time they leave our school

3. Categories of information published

The publication scheme guides you to information which we currently publish 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
- School Prospectus information
- Governors' Information
- Students and Curriculum information

4. How to request information

All requests for information must be in writing (e-mailed requests are acceptable)

Please address any enquiries for information to:
Freedom of Information Request
Cavendish School
Eldon Road
Eastbourne
East Sussex BN21 1UE
01323 731340

Or e-mail office@cavendish.e-sussex.sch.uk (please mark all correspondence Freedom of Information Request)

Any individual requesting information must submit a formal request. The formal request must satisfy the following criteria:

- Be in writing (this includes e-mail)
- Be legible
- Be dated
- Contain the correspondence address and the name of the individual requesting the information
- Describe the information required. If the description is not sufficiently accurate then this can cause delays in any response.

5. Charges

If your request means the School has to complete a lot of photocopying, printing and pay postal charges a charge may be payable. Where this will be the case the School will contact you to inform you of this.

6. Classes of information published

Information which the School currently publishes is shown below.

Class	Description
School Information	<p>The School's website provides the following information;</p> <ul style="list-style-type: none">• Contact details - name, postal address and telephone number of the school and to whom enquires should be addressed.• Admission arrangements• Link to the school's Ofsted report.• The school's most recent results• Link to the schools performance tables• School curriculum information• The School's values• Operational policies in relation to the School
School Prospectus	<ul style="list-style-type: none">• The School Prospectus is published annually to prospective parents and students and is also published on the website. This includes the school's contact details, our values and student voice

Governors Information	<ul style="list-style-type: none"> The School's website has details of the School's Governors and Governors information.
Students and Curriculum	<ul style="list-style-type: none"> Access to information about policies that relate to students and the School's curriculum are published for parents on the School's website.

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; Clerk to the Governors at; office@cavendish.e-sussex.sch.uk

If you are not satisfied with how your request has been answered the Information Commissioner is in charge of Freedom of Information. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They may be contacted at;
The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Phone: 0303 123 1113
website: <https://ico.org.uk/>