

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.

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| Date of Policy | July 2019 |
| Date agreed by Governing Body | July 2019 |
| Date of next review | July 2022 |
| 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

One of the aims of the Freedom of Information Act 2000 is that 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 method in which the information will be published; and
- Charges which may be made for information published under this scheme

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. Classes of Information

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 school.

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.

3. The method in which the information will be published

The 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 school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

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 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 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 the school, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

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. It may be necessary to provide proof of ID and address.
- Describe the information required. If the description is not sufficiently accurate then this can cause delays in any response.