

Stanton St Quintin Primary School, Stanton St Quintin, Wiltshire. SN14 6DQ			
Name of Policy	Freedom of Information Policy		
Last Reviewed	Nov 2016	Reviewed by	FGB
Approved by	FGB	Owned by	FGB
Next review	November 2018		

**This is Stanton St. Quintin Primary School's Publication Scheme on information available under the Freedom of Information Act 2000**

*The Governing Body is responsible for maintenance of this scheme.*

**Provision of Information**

We are committed to openness and transparency in the provision of information to all persons or organisations that request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2009 and Data Protection Act 1998:

1. Copies of reference documents, such as policy statements and procedural guidance will be provided either free of charge or as published in our Publication Scheme, which is itself available from the school office.
  
2. We will normally confirm within five school days whether or not we hold the information you request and will either provide it promptly or within the 20 school days required by the Freedom of Information Act, within the 40 school days as required by Data Protection Act.
  
3. Where a request for information is made in person or over the telephone, and is reasonably straightforward, we will respond without formality. In more complex cases we will ask you to put the request in writing (letter, email or fax) to ensure that we have clear statement of what is requested.
  
4. Where appropriate, we will provide information in redacted (that is, edited) form, in line with any exemptions that we wish to apply under the legislation.

***For Example:*** *You ask for a document that includes details of other children besides your own. We agree to provide the document with references to other children edited out.*

5. If you do not accept our reasons for declining to disclose information requested you should write to the Chair of Governors, c/o the School in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner.

6. Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publication Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation such as the Disability Discrimination Act.

7. If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive the payment (cash or cheque).

8. The time allowed for us to provide the information – 20 or 40 days (see 2 above) - does not include the period between the issuing of the fees notice and the receipt of the payment.

9. We may be unable to provide the information you request for any of the following reasons:

- We do not hold the information
- We are applying an exemption to the disclosure
- It would cost the school more than £450 to provide the information (this figure is set by government)

If we are unable to comply with your request, we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep down the costs.

## **Charges**

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.

\* The fee for photocopying, printing and faxing is 10p per sheet. Postage costs will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information. This figure is set by Government.

In the vast majority of cases the costs will be under £450 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information
- putting the information onto CD, video or audio cassette
- translating the information into a different language

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

## **Aims and Objectives**

Stanton St Quintin Primary School aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work, and this publication scheme is a means of showing how we are pursuing these aims.

## **Categories of information published**

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'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- a) **School Prospectus** – information published in the school prospectus.
- b) **Governors' Documents** – information published in the Governors Annual Report and in other governing body documents.

- c) ***Pupils & Curriculum*** – information about policies that relate to pupils and the school curriculum.
- d) ***School Policies and other information related to the school*** - information about policies that relate to the school in general.

***Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.***

## **Requests for personal information (subject access requests)**

Most requests for personal information are about children’s records and can be responded to promptly. They are called ‘subject access requests’. In more complex cases we may need more time but are still required by law to respond in full within 40 school days.

Schools can charge up to a maximum of £50 for responding to a subject access request but we will only do so where the cost is over £5, in which case we will charge 10p per sheet for photocopying, printing or faxing up to the £50 maximum. Further details on how to make a subject access request are given in the leaflet *Seeing your personal education records* which you can obtain from the school office.

## **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below, or you can visit our website at [www.stanton-st-quintin.wilts.sch.uk](http://www.stanton-st-quintin.wilts.sch.uk)

- Email: [admin@stanton-st-quintin.wilts.sch.uk](mailto:admin@stanton-st-quintin.wilts.sch.uk)
- Tel: 01666 837 602
- Fax: 01666 837 602
- Contact Address: Stanton St Quintin Primary School  
Stanton St Quintin  
Wiltshire SN14 6DQ

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please) 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.

## 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 Headteacher, Stanton St. Quintin Primary School, Stanton St Quintin, Wiltshire SN14 6DQ.

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*

**or**

Enquiry/Information Line: 0303 123 1113

Website : <https://ico.org.uk/>