



RC-May18-07

Resources Committee

Freedom of Information Policy

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| Meeting Date: | 8 th May 2018 | Document History: | N/A |
| Agenda Item: | RC-May18-07 | SLT Lead: | Alan Poole |

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| Report Purpose: | Information | <input type="checkbox"/> | Decision | <input type="checkbox"/> | Approval | <input checked="" type="checkbox"/> |
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| Report Summary: | <p>The Academy is statutorily required to have a Freedom of Information Policy to advise the public and others of how they can access information that the school holds about the way it operates.</p> <p>The attached policy, which has been in place for the last 3 years, satisfies this requirement.</p> <p>No updates are required to the policy and the Committee are ask to ratify for the policy for its continued use.</p> |
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| Recommendation: | The committee is recommended to note the content of this policy and approve its continued use by the Academy. |
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*Tomlinscote School
Sixth Form College*

A Specialist Language College

Freedom of Information Policy

Publication Scheme on information available under the Freedom of Information Act 2000

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| Policy Type: | Statutory |
| Approved By: | Resource Committee |
| Effective From: | May 2018 |
| Revision Date: | April 2021 |

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

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained 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 **either available for you 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.

2. Aims and Objectives

The 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.

3. Scope

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 six broad topic areas:

School Information- including the school prospectus, catchment area information, current Ofsted information and Audited Accounts;

Academic Information – information published includes performance data, home learning guidance, and information that relate to students and the school curriculum including options at Key Stage 4;

School Life information – including Councillors, documents, school policies, term dates and the times of the school day;

News – weekly School newsletters;

Events – The School Calendar and;

Parent Information – including exam information, E-safety, letters and announcements.

4. 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.tomlinscoteschool.com

Email: office@tomlinscoteschool.com

Tel: 01276 709050

Fax: 01276 709060

Contact Address: Tomlinscote School, Tomlinscote Way, Frimley, Surrey, GU16 8PY

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.

5. Paying for Information

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 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 if there is a cost before fulfilling your request.

6. 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 Interim Principal.

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 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website www.informationcommissioner.gov.uk