



Freedom of Information Policy

1. Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) 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 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. Sackville's aim:

To raise levels of attainment and progress of all students at Sackville School through:

- High quality planning, targeting, tracking and intervention (including impact on attendance)
- Strong, accountable leadership at all levels of the school
- High quality teaching, thereby ensuring a strong pace of learning

3. 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.

The information that we undertake to make available are:

- School Prospectus – information published in the school prospectus.
- Governors' documents – information published in governing body documents.
- Students & curriculum – information about policies that relate to students and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

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, or letter. Contact details are set out below:

Email: secretary@sackville.w-sussex.sch.uk

Tel: 01342 410140

Contact Address: Sackville School, Lewes Road, East Grinstead, West Sussex, RH19 3TY

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 you can still contact the school to ask if we have it.

5. Paying for Information

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 are for a priced item such as some printed publications we will let you know the cost before fulfilling your request.

Number of pages	Maximum fee	Number of pages	Maximum fee
1-19	£1	100-149	£10
20-29	£2	150-199	£15
30-39	£3	200-249	£20
40-49	£4	250-299	£25
50-59	£5	300-349	£30
60-69	£6	350-399	£35
70-79	£7	400-449	£40
80-89	£8	500+	£50
90-99		£9	

6. Information currently published or available on request

School Prospectus

On website, paper copies available

The statutory contents of the school prospectus are as follows, (other items may be included discretion):

- information about the implementation of the governing body's policy on pupils with special educational needs (SEND) and any changes to the policy during the last year
- a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school.

Instrument of Government

Paper copies available

- The name of the school
- The category of the school
- The names of the Governing Body
- The manner in which the governing body is constituted

- The term of office of each category of Governor if less than 4 years
- The name of anybody entitled to appoint any category of Governor
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect

Minutes of meeting of the Governing Body and its committees

Paper copies available

- Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

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

Students & Curriculum Policies - This section gives access to information about policies that relate to students and the school curriculum.

All on website and paper copies available:

- Curriculum Policy

Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

- Sex and Relationships Education Policy

Statement of policy with regard to sex and relationship education

- Special Education Needs Policy

Information about the school's policy on providing for pupils with special educational needs

- Disability Equality Policy and Accessibility Plan

Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.

- Equality Policy, Gender Equality Statement, Race Equality Policy

Statement of policies for promoting equality in all aspects of school life.

- Child Protection (Safeguarding) Policy

Statement of policy for safeguarding and promoting welfare of pupils at the school.

- Behaviour Policy, Anti-Bullying Policy

Statement of general principles on behaviour and discipline and of measures taken by the school to prevent and deal with bullying.

- Arts Policy
- Careers Education, Information Advice and Guidance (CEIAG) and Work Related Learning (WRL) Policy
- E-safety guidelines for students
- Gifted and More Able (GAMA) Students Policy
- Homework Policy
- Literacy Policy
- Medical Conditions Policy
- Personal Development Policy
- Teaching and Learning Policy
- Use of New Technology Policy

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

All on website and paper copies available:

- Published reports of Ofsted referring expressly to Sackville School

Published report of the last inspection of the school and, where appropriate, subsequent inspection reports after HMI visits.

- Charging Policy

A statement of the school's policy with respect to charges for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips

- Health and Safety Policy

Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy

- Complaints Policy

Statement of procedures for dealing with complaints

- Admissions Policy

Statement of the school's policy on admissions.

- Attendance Policy
- Community Cohesion Policy
- Data Protection Policy
- Food Policy
- Freedom of Information Policy

Policies available as paper copies on request:

- Anti-Smoking Policy
- Behaviour at Work Policy

- Capability Policy
- Code of practice for Governors
- Confidential Reporting Policy
- Controlled Assessment Policy
- Detention Policy
- Discretionary Leave Policy
- Driving Policy
- Drugs Policy
- Early Entry Policy
- Early Retirement Policy
- Equality and Diversity in Employment Policy
- Examinations Policy
- Exclusions Policy
- First Aid Policy
- Governors' Allowances Policy
- International Dimension Policy
- Lettings Policy
- Managing Medicines Policy
- Marking and Feedback Policy
- NQT Policy
- Out of Lessons Policy
- Pay Policy
- PE Policy
- Plagiarism Policy
- Redundancy Policy
- Safer Recruiting Policy
- Setting Policy
- Sickness Absence Policy
- Spiritual, Moral, Social, Cultural Development (SMSCD) Policy
- Staff Disciplinary Policy
- Trips and Visits Policy

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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 the Headteacher.

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

CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under DPA, EIR or FOI
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

Remember

Schools are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well-managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 20 days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction should be handled through the school's existing complaints procedure.