

The Friary School

FREEDOM OF INFORMATION POLICY



Introduction

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 in paper form from the school office. 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.

Key Principles:

This policy sees to ensure delivery on the following:

- To enable our students to gain a foundation of knowledge, skills, and an understanding of the world which will serve their own particular needs and prepare them for adult life.
- To help students to develop enquiring, critical and imaginative minds and to stimulate the desire to learn, beyond the school as well as within.
- To encourage students to develop their own talents and to increase their aspirations of what they may achieve.
- To create an environment and ethos in which students develop respect for others, both as people and as learners, finding enrichment in the differences of belief, custom, race, age and gender.
- To share with parents the task of caring for each child's happiness, health and development.

The fundamental purpose of The Friary School is to provide high quality education for all pupils within a caring environment dedicated to learning, in which independence, tolerance and partnership is encouraged.

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'. 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 Prospectus - information published in the school prospectus.
- Governors' Documents - information published in the Governors' Reports and in other Governing Body documents.
- Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.

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

Requesting Information

If you require a paper version of any of the documents within the scheme, please contact the school office by telephone, email, fax or letter.

Contact details are set out below:

- E-mail: office@friary.staffs.sch.uk
- Telephone: 01543 267 400
- Fax: 01543 267 467
- Contact Address: The Friary School, Eastern Avenue, Lichfield, Staffordshire, WS13 7EW

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.

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 usually provided free. However, 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.

Reviewed By	Policies & Procedures Committee	Implementation Date	Sept 2016	Review Date	Sept 2019
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