



PARK HIGH SCHOOL

FREEDOM OF INFORMATION POLICY PUBLICATION SCHEME & GUIDANCE

(Please also refer to the Schools Management of Records Policy)

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Contents

Freedom of Information Policy	Page 3 – 4
Freedom of Information Publication Scheme	Page 5 - 7
Freedom of Information Request Guidance	Page 8 - 11

Freedom of Information Policy

Legal Obligations

Section 1 of the Freedom of Information Act 2000 gives a general right of access from 1st January 2005 to recorded information held by Park High School, subject to certain conditions and exemptions contained in the Act. Simply, any person making a request for information to the School is entitled:

- To be informed in writing whether the School holds the information of the description specified in the request; and
- If the School holds the information to have that information communicated to them.

If the School holds the information it must provide it, subject to certain conditions and exemptions.

The School will ensure that procedures and systems are in place to facilitate access by the public to recorded information and to this end, the School has adopted the Policy as specified below.

Scope

S19 of the Freedom of Information Act places a duty upon the school to have a Publication Scheme in place where it will routinely publish information about the school in line with the model publication scheme.

Park High School has a statutory obligation to make information that is not available as part of the Publication Scheme accessible to any members of the public upon written request.

Objectives

The school will meet its obligations under the Freedom of Information Act 2000 by:

- Actively maintaining a Publication Scheme;
- Acknowledging the rights of individuals who request information from the school and ensure these rights are exercised in accordance with the Act;
- Ensuring that records are managed properly and adequate steps are taken to ensure accuracy and information is kept up to date.

Achieved by

In order to support these objectives, Park High School will:

- Manage all records effectively following good records management practice.
- Actively publish information via the School website through the Publication Scheme;
- Regularly review the Publication Scheme
- Ensure that all activities that relate to the processing of a request will comply with the Act;
- Ensure that any requests for access to information held by the school are handled courteously, promptly and appropriately, ensuring that the request is valid and that information provided is clear and unambiguous;

- Ensure that all staff acting on Park High School's behalf understand their responsibilities regarding access to information under the Act, and that they receive the appropriate training/instruction and supervision so that they carry these duties out effectively and consistently and are given access to information,
- Ensure that staff are aware of the Freedom of Information Policy;
- Review this policy annually to ensure that it is still relevant, efficient and effective;
- The Policy and publication scheme will be made available in other formats where necessary.

Freedom of Information Publication Scheme

1. Legal Requirement

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information proactively available through a publication scheme.

2. What is a publication scheme?

Every public authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it makes the information available, and whether a charge applies. The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Schemes are intended to encourage organisations to publish more information pro-actively and to develop a greater culture of openness.

3. Accessing information in the publication scheme

The publication scheme is available as a downloadable pdf and a printed document. Copies of the printed version are available upon request from the school. The majority of the information in the Scheme is available via the website or on request, either electronically or as a paper document, using the email or postal address below. Please mark all requests with "FREEDOM OF INFORMATION – PUBLICATION SCHEME REQUEST" so they can be processed as quickly as possible. The information listed in this scheme is available free of charge unless otherwise stated. Multiple copies may be charged for depending on volume. Any charges will be identified to the requester prior to information being sent.

4. Information not included in the publication scheme

With effect from 1st January 2005 members of the public have the right, under the Freedom of Information Act 2000, to request access to any information held by the school which it has not already made available through its publication scheme. On receipt of a written request, the school's obligations under the Act will be met by informing any enquirer whether it holds the information in question and if it does, subject to exemptions, by supplying that information to the enquirer, or making arrangements for the enquirer to inspect the information, within 20 working days.

The school will not release information if it is found to be covered by one of the 23 absolute or qualified exemptions. The school has to carry out a public interest test where a qualified exemption is concerned and must communicate the justification for exempting the information to the requester. Examples of possible exempt information include personal information (including members of staff or students) the processing of which is covered by the Data Protection Act 1998; information that might prejudice the school's interests; or that which would hinder the free and frank exchange of views for the purposes of policy or decision-making. For the latter, the decision to exempt information from release must be made by the Headteacher in his role as monitoring officer.

5. Feedback and review of the publication scheme

The school will review the scheme on a regular basis. Anybody who is unable to find any information listed or who would like to feed back on the scheme should contact the school. All views will be considered during the review process as a means of improving access to the information within the scheme.

6. Contacts

The Business Manager is responsible for maintenance of the Publication Scheme. Please send any comments to Caroline Spence, by:

Post:

Business Manger
Park High School
Thistlecroft Gardens
Stanmore
Middlesex
HA7 1PL

E-mail:

info@parkhighstanmore.org.uk

The Office of the Information Commissioner (ICO) is responsible for promoting best practice and ensuring the school complies with the Act. Any matters that have not been dealt with satisfactorily should be taken up with the ICO at the following address:

Post:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

E-mail:

casework@ico.org.uk

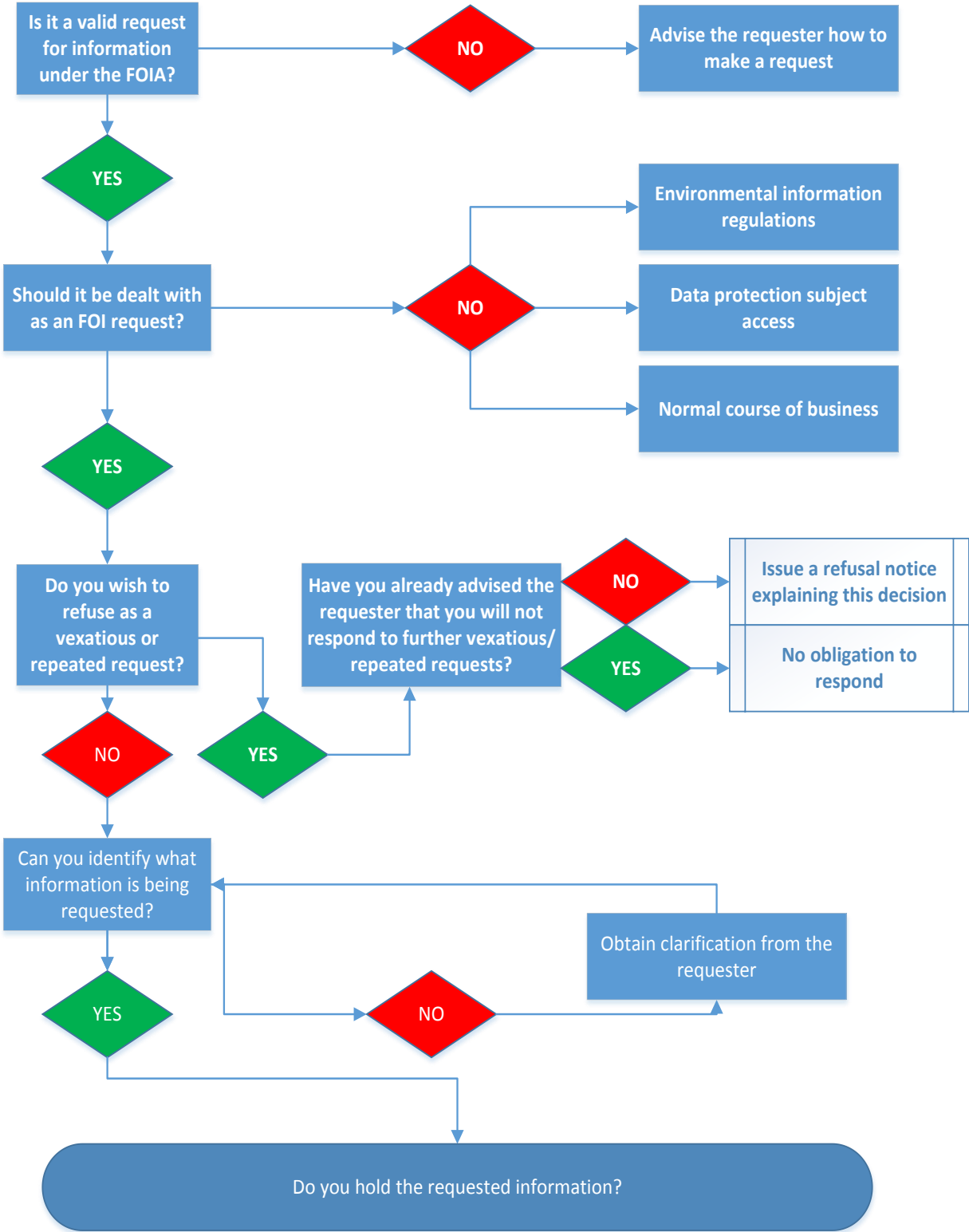
7. Further information

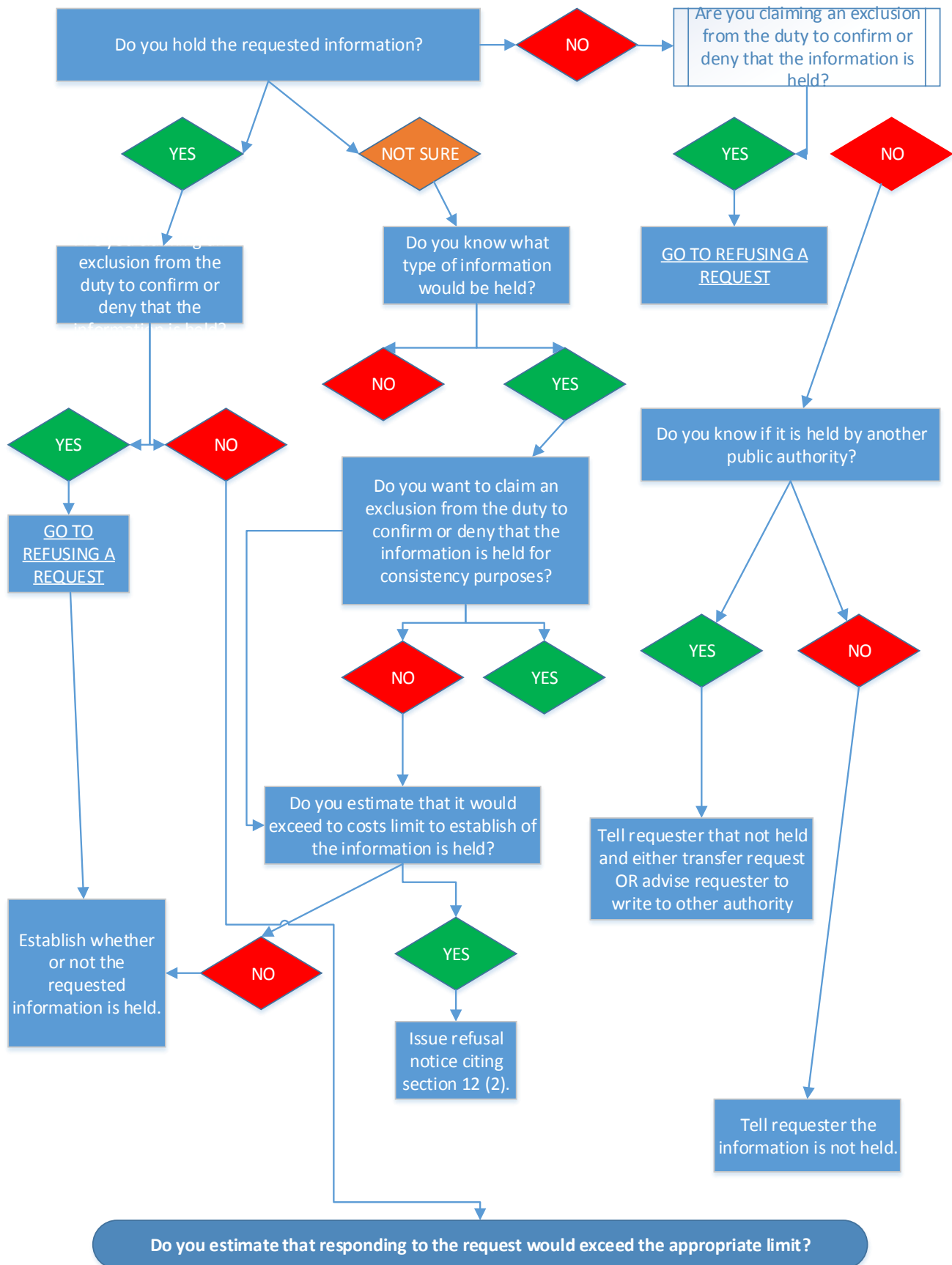
More information about the Freedom of Information Act 2000 and publication schemes can be found on the Information commissioner's website at: <http://www.ico.org.uk>

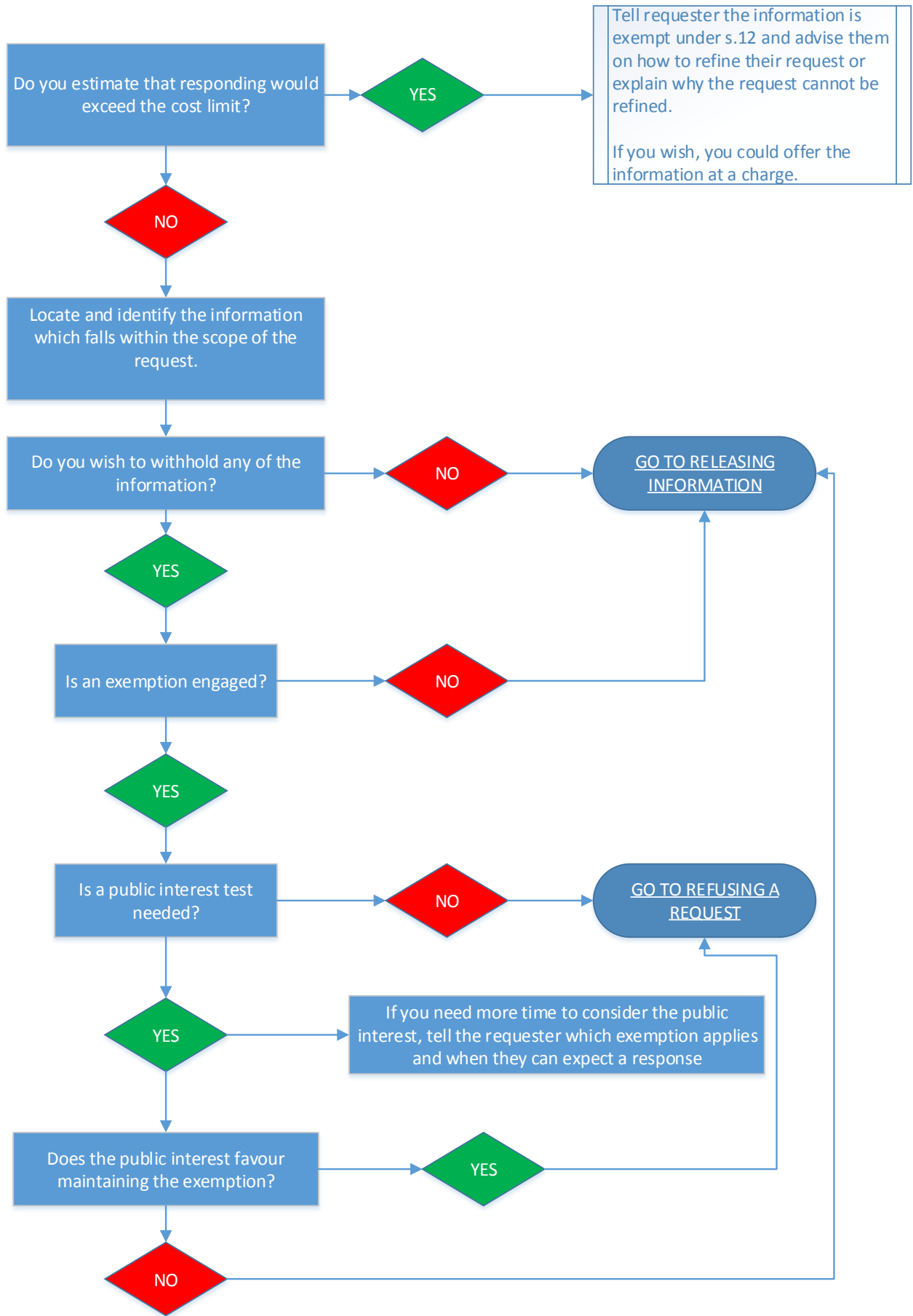
PUBLICATION SCHEME

Information Available	Where to find it	Charge for information
About us	School website	Nil
Admissions	School website	Nil
Articles of Association	School office	Nil
Calendar	School website	Nil
Clubs & Activities details	School website	Nil
Contact Us – Main Contact, details and maps	School website	Nil
Examinations - details	School website	Nil
Food Menu - details	School website	Nil
Governors & Register of Interests	School website	Nil
News	School website	Nil
OFSTED Report – latest	School website	Nil
Pupil Premium	School website	Nil
School Accounts	School website	Nil
School Aim	School website	Nil
School Day	School website	Nil
School Magazine	School website	Nil
School Policies	School website	Nil
School Prospectus	School office	Nil
School Uniform details	School website	Nil
Special Educational Needs	School website	Nil
Student Leadership	School website	Nil
Term Dates	School website	Nil
Value for Money Statement	School website	Nil

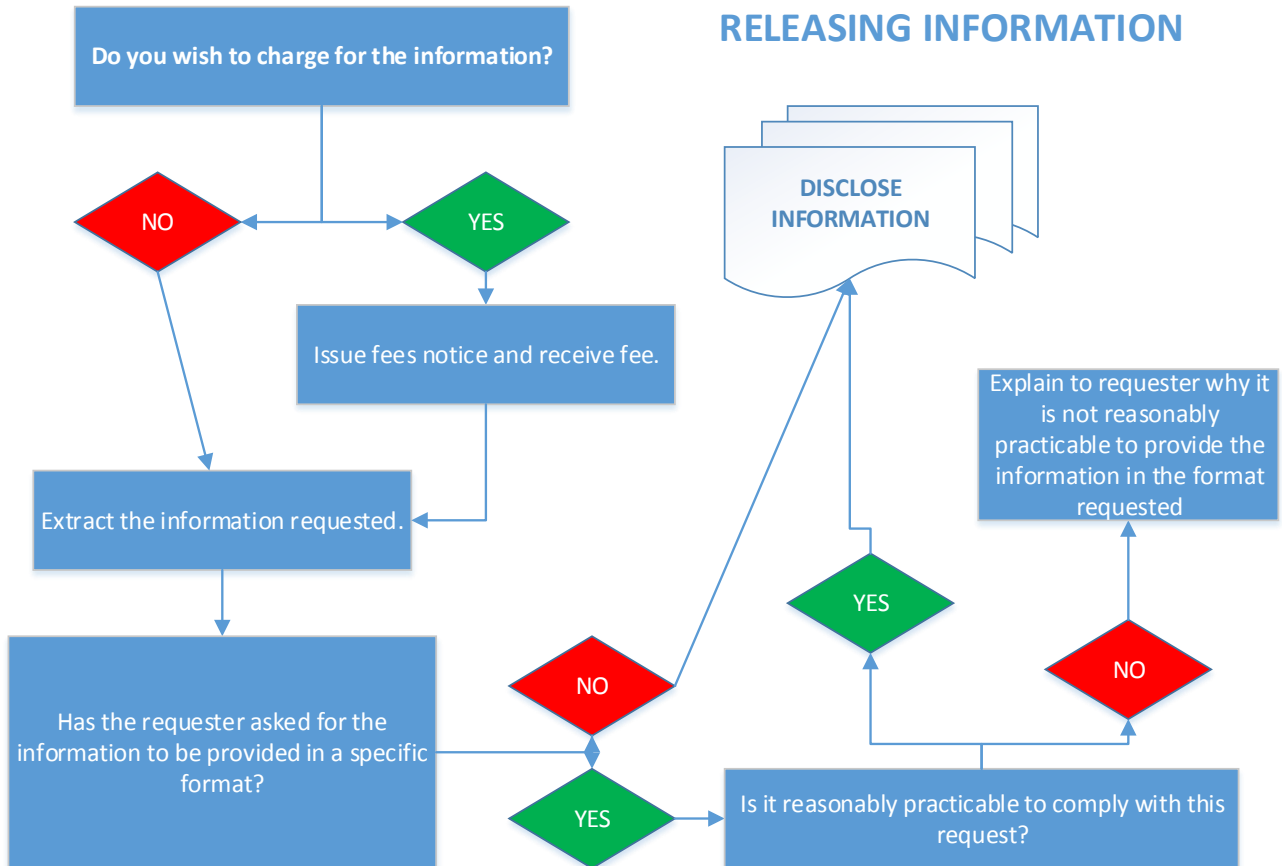
FREEDOM OF INFORMATION Guidance







RELEASING INFORMATION



REFUSING A REQUEST

