

CLIFFORD CHURCH OF ENGLAND INFANT SCHOOL

FREEDOM OF INFORMATION POLICY

To be Reviewed : July 2017

Reviewed by: S. Preston

Clifford School has adapted the Information Commissioners Office model policy.

Schools are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt.

Information about the school will be made available unless:

- we do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

<p>If the information is only held by another public authority, the school will provide details of where to obtain it.</p> <p>Who we are and what we do Organisational information, structures, locations and contacts.</p>	<p>Where the information is located/requested</p> <p>School Website</p>
<p>School prospectus and curriculum The contents of the school prospectus (if any). Once a prospectus has been published and made available to parents, access to it should be available to anyone. An outline of the school curriculum.</p> <p>Governing Body The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.</p>	<p>School website</p> <p>School website</p>

<p>School session times and term dates Details of school session times and dates of school holidays</p>	School website
<p>Location and contact information The address, telephone number, email address and website for the school together with the names of key personnel.</p>	School website
<p>Performance data supplied to the government</p> <p>Latest Ofsted report</p>	<p>Link on School website</p> <p>Link on School website</p>
<p>Safeguarding and child protection The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.</p>	School website
<p>Admissions policy / decisions The school's admission arrangements and procedures together with information about the right of appeal. Individual admission decisions are not published.</p>	School website
<p>Policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	School website
<p>Equality and diversity This includes policies, schemes, statements, procedures and guidelines relating to equal opportunities</p>	School website
<p>Charging policies</p>	School website