

## Part 1

<b>Name of policy</b>	<b>F5 Freedom of Information and Data Protection</b>
<b>Status of policy</b>	This is a statutory policy
<b>Consultation</b>	This policy has been developed following consultation with Governors and the Senior Leadership Team
<b>Relationship with other policies</b>	This policy should be read in conjunction with <b>P2 Equality policy</b> <b>P10 Complaints policy</b> <b>The Data Protection Act 1998</b> <b>The Freedom of Information Act 2000</b> <b>Bracknell Forest Council Model Policy Data Protection Act (latest version in place)</b>
<b>Date policy was agreed</b>	19 <sup>th</sup> January 2017
<b>Date for full implementation</b>	Immediate
<b>Date for review</b>	Every two years – January 2019

## **Part 2**

### **Policy**

- 1.** The Governing Body is committed to ensuring compliance with the Data Protection Act 1998 (“the DPA”) and the Freedom of Information Act 2000 (“the FOI”).
- 2.** As required under the FOI, the Governing Body has produced a publication scheme (please see Appendix) which outlines the information Edgbarrow School will routinely make available to the public.
- 3.** Any request for information, whether individual information under a subject access request (as provided by the DPA) or more general information under a Freedom of Information request (as provided by the FOI), shall be reviewed by the Headteacher together with at least two members of the Governing Body who will determine whether the request can be complied with and what, if any, charges may be made in accordance with the relevant legislation after consultation with BFC legal department if required.

### **Arrangements for monitoring and evaluation**

- 4.** The Governing Body shall be kept informed of any requests for information under this policy

**Appendix**

**Guide to information available from Edgbarrow School under the publication scheme  
 School Prospectus – this section sets out information published in the school prospectus.**

Class	Description	How the information can be obtained
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ol style="list-style-type: none"> <li>1. The name, address and telephone number of the school, and the type of school</li> <li>2. The names of the head teacher and chair of governors</li> <li>3. Information on the school policy on admissions</li> <li>4. A statement of the school's ethos and values</li> <li>5. Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students</li> <li>6. Information about the school's policy on providing for students with special educational needs</li> <li>7. Number of students on roll and rates of students' authorised and unauthorised absences</li> <li>8. National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>9. GCSE/BTEC results in the school, locally and nationally</li> <li>10. The number of students studying for and percentage achieving other vocational qualifications</li> <li>11. The destinations of school leavers</li> <li>12. The arrangements for visits to the school by prospective parents</li> <li>13. The number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places</li> </ol>	PDF version available on the school website.

**Governing Body documents - this section sets out information published in the following governing body documents.**

Class	Description	How the information can be obtained
<b>Instrument of Government</b>	<ol style="list-style-type: none"> <li>1. The name of the school</li> <li>2. The category of the school</li> <li>3. The name of the governing body</li> <li>4. The manner in which the governing body is constituted</li> <li>5. The term of office of each category of governor if less than 4 years</li> <li>6. The name of anybody entitled to appoint any category of governor</li> <li>7. Details of any trust</li> <li>8. If the school has a religious character, a description of the ethos</li> </ol>	School website
<b>Minutes of the Governing Body and its committees</b>	Agreed minutes of meetings of the Governing Body and its Committees (current and last two full academic years).	Hard copy by request*

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

<b>Class</b>	<b>Description</b>	<b>How the information can be obtained</b>
Home/school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its students, for example homework arrangements	School website
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	School website
Sex & Relationships Education Policy	Statement of policy with regard to sex and relationships education.	School website
Special Educational Needs and Disabilities Policy	Information about the school's policy on providing for students with special educational needs.	School website
Accessibility Plan	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.	Hard copy by request
Equality Policy	Statement of policy for promoting race equality.	School website
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship.	School website
Careers Education, Information and Guidance Policy	Statement of the programme of careers education provided for KS4.	School website

Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school.	School website
Student Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	School website

**School Policies and other information relating to the school – This section gives access to information and policies which relate to the school in general.**

<b>Class</b>	<b>Description</b>	<b>How the information can be obtained</b>
Reports of School Inspections under Sections 10 and 23 of the School Inspections Act 1996	Published report of the last inspection of the school and a summary of the report.	Summary on school website.  Full report in hard copy by request*
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips.	School website
School session times and term dates	Details of school session and dates of school terms and holidays	School website
Special Educational Needs Policy	Information about the school's policy on providing for students with special educational needs.	School website
Accessibility Plan	Written plan of improvements to access for students with disabilities	Hard copy by request*

Health and Safety Policy and risk assessment	Written 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	Hard copy by request*
Complaints procedure	Statement of procedures for dealing with complaints.	School website
Performance Management Policy	Statement of procedures adopted by the governing body relating to the performance management of staff	Hard copy by request*
Staff Discipline and Grievance Policy	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance	Hard copy by request*

School Website: [www.edgbarrow.bracknell-forest.sch.uk](http://www.edgbarrow.bracknell-forest.sch.uk)

### Requests for 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.

Email: [secretary@edgbarrowschool.co.uk](mailto:secretary@edgbarrowschool.co.uk)

Tel: **01344 772658**

Fax: **01344 776623**

Contact Address: **Edgbarrow School, Grant Road, Crowthorne, Berkshire, RG45 7HZ**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

The school will endeavour to fulfill the prescribed time limits in responding to requests for information. Requests will be dealt with within 20 working days, excluding school holidays. Single copies of information covered by this publication scheme are provided free unless your request requires a lot of photocopying or printing or postage charge, in which case you will be advised of the cost before fulfilling your request. Should the information requested be personal information that does not include any information contained within educational records schools may charge to provide it in accordance with Sections 12 and 13 of the Freedom of Information Act 2000 and with the guidance published by the Information Commissioner's Office.

## **Feedback and Complaints**

The school welcomes 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 as per the school's complaints policy.

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, which deals with formal complaints. The contact details are:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

**E Mail:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

**Website :** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)