



## Freedom of Information Policy

<b>Version</b>	<b>2</b>
<b>Date of latest version</b>	<b>January 2020</b>
<b>Date to be reviewed</b>	<b>January 2022</b>
<b>Changes:</b>	
<b>New Policy</b>	

### **1. Introduction: what a publication scheme is and why it has been developed:**

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 intent 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 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. Aims and Objectives:**

The school aims to:

- provide solid foundations for academic, social and moral development.
- value all children and staff and involve them in a continuous process of learning.

This publication scheme is a means of showing how we are pursuing these aims.

### **3. 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.

*Governor's Documents* - Information published in Governing Body documents.

*Pupils and Curriculum* - Information about policies that relate to pupils and the school curriculum.

*School Policies* - Information about policies that relate to the school in general.

#### **4. Introduction: what a publication scheme is and why it has been developed:**

You can request a copy of the information you want from the contact detailed below or visit our website at [www.ropleyprimary.co.uk](http://www.ropleyprimary.co.uk)

If the information you're looking for isn't available via the scheme and isn't on our website you can still ask if we have it. You can contact the school by telephone, email or letter.

Telephone: 01962 772381

Address: Ropley CofE Primary School, Church Street, Ropley, Hampshire, SO24 0DS

To help us process your request quickly, please clearly mark any correspondence 'Publications Scheme Request'.

#### **5. 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 provided free unless stated otherwise in the annex. 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.