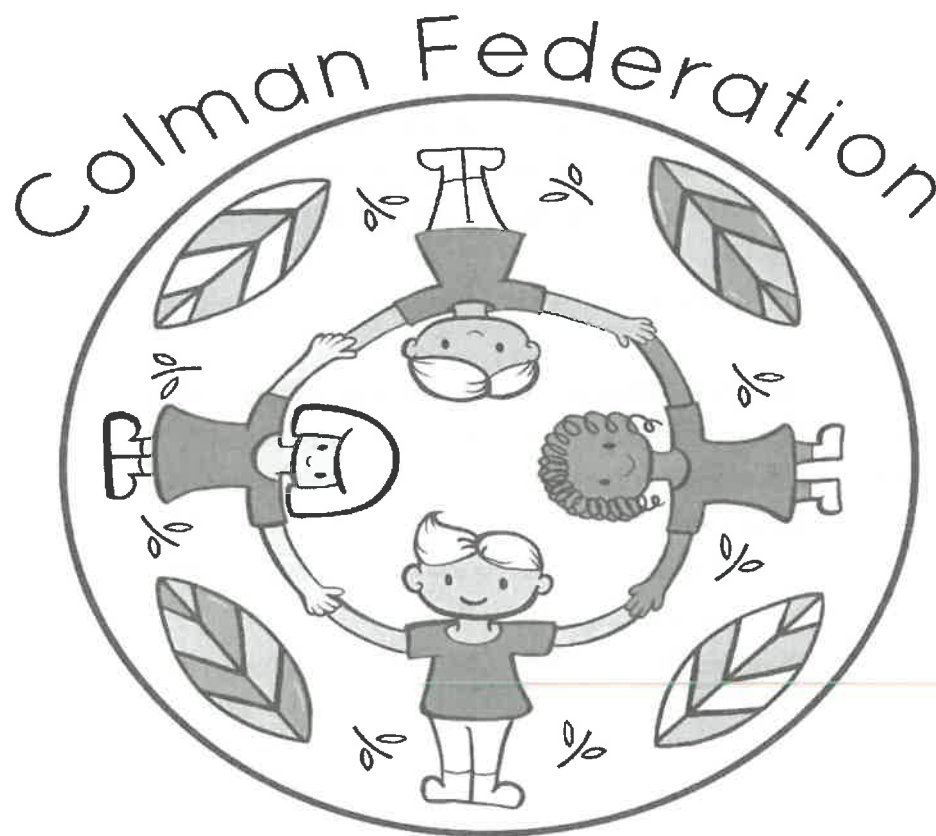


Colman Federation

Freedom of Information Policy and Publication Scheme



Formally adopted by the Governing Board of:	Colman Federation
On:	6 th December 2023
Chair of Governors: <i>K Gardner</i>	Karen Gardner
Due for review:	December 2024

3. THE FREEDOM OF INFORMATION ACT

3.1 The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

3.2 The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

3.3 Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

3.4 For a request to be dealt with according to the Freedom of Information Act, the requester must:

- contact the relevant authority directly;
- make the request in writing, for example in a letter or an email. They can make a verbal or written request for environmental information;
- give their real name; and
- give an address to which the authority can reply. This can be a postal or email address.

A requester does not have to:

- mention the Freedom of Information Act or Environmental Information Regulations, although it may help to do so;
- know whether the information is covered by the Freedom of Information Act or the Environmental Information Regulations; or
- say why they want the information.

disclosure) if applicable. We will not simply repeat the wording of the exemption unless the explanation would involve the disclosure of information which would itself be exempted information.

6.2 When communicating any decision made in relation to a request under the Act's general right of access, we will notify the applicant of their rights of complaint. A person dissatisfied with the way in which their request has been handled may ask for an internal review of the way in which their request was dealt with, and, if still dissatisfied, may apply directly to the Information Commissioner for a decision.

7. PUBLICATION OF INFORMATION

7.1. The organisation maintains and publishes a publication scheme on its website outlining classes of information that will be made routinely available, including policies and procedures.

7.2. Classes of information specified in the publication scheme will be made available quickly and easily on request.

7.3. The organisation will not publish any personal information, including photos, on its website without the permission of the affected individual.

7.4. When uploading information to the organisation website, staff will be considerate of any metadata or deletions which could be accessed in documents and images on the site.

8. CHANGES TO THIS POLICY

8.1 We may change this policy at any time. Where appropriate, we will notify data subjects of those changes.

This Policy will be reviewed annually.

As an organisation we agree to update old information. This is carried out regularly as a matter of course, often through national channels such as the Ofsted website or the DfE school performance tables.

Information about the school is available through Local Authority as well as the government's official register of educational establishments in England and Wales - Get Information About Schools (GIAS). GIAS is also the national database of school governors <https://get-information-schools.service.gov.uk/>

What is Available: Information that is available is detailed below in table format and shows where the information can be sourced. Some information in our Publication Scheme is available in hard copy paper format from the school office, upon request. For ease of access, a large percentage of our Publication Scheme documents are available from our school website, and these are free to download.

Under this scheme, some personal and sensitive information is exempt from publication. Where information is not available online, we must respond promptly to any requests to see it. However, we are not required to create new information in order to comply with the act.

We seek at all times to keep parents and other members of the public fully informed of our activities through our website and newsletters (also available through the school's website)

Charging for access to information: Where information outlined in the Definition Document is not available on the website – either because it is not in electronic format or is too unwieldy to be transferred in such a format – we will make it available to be viewed in the school. In the first instance, you should contact the School office to arrange a viewing.

Contact details: Email address: office@colmanfederation.org.uk

Photocopies of such information are also available, charges for copies are shown on the final page of this document.

How Colman Federation is responding to the requirements of the Freedom of Information Act 2000

The purpose of our publication scheme is to demonstrate how we respond to the specific requirements of the Freedom of Information Act 2000.

Reference documents

This policy should be read in conjunction with the following guidance document:

Definition document for governing bodies of maintained schools in England produced by the ICO (as revised in 2013)
<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf>

Maintained Schools: Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Organisational information, structures, locations and contacts</p>		
<p>Who's who in the school (ICO)</p>	<p>Website</p>	<p>Free</p>
<p>Who's who on the Governing Body and the basis of their appointment (ICO)</p> <p>Schools can add link to their record held on the 'Get Information About Schools' government database to show this information. General link to GIAS Get information about schools - GOV.UK (get-information-schools.service.gov.uk)</p>	<p>Website or link to GIAS GOV.UK database</p>	<p>Free</p>
<p>Instrument of Government (DfE)</p> <p>schools can add link to their record held on the 'Get Information About Schools' government database to show this information. General link to GIAS Get information about schools - GOV.UK (get-information-schools.service.gov.uk)</p>	<p>Website or link to GIAS GOV.UK database</p>	<p>Free</p>
<p>Contact details for the Headteacher/ Chair of Governors, via the School's Office (ICO)</p>	<p>Website</p>	<p>Free</p>

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

	Upon written request to school	Nominal Charge*
Performance management policy and procedures adopted by the Governing Body (ICO)	Website	Free
Performance data or a direct link to it	Website	Free
Ofsted inspection reports (ICO)	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status (ICO)	Upon written request to school	Nominal Charge*
Safeguarding and child protection (ICO)	Website	Free

Class 5 – Our policies and procedures (Please see table below)

The School's current written protocols, policies and procedures for delivering our services and responsibilities

	Availability	Held by School for Internal Use Only
<p>Statutory Documents - this list also includes all DfE statutory documents some of which may be combined within other school documentation. It also shows which are available on the school website and free to download as well as other statutory documents which are held by the school for their internal use.</p>		
<p>Accessibility Plan</p>	<p>Website - Free</p>	
<p>Admissions Policy</p>	<p>Website - Free</p>	
<p>Behaviour in Schools Policy</p>	<p>Website - Free</p>	
<p>Behaviour Principles written statement</p>	<p>Website - Free</p>	
<p>Capability of Staff</p>	<p>N/A</p>	<p>Internal Use</p>
<p>Careers guidance: details of your careers programme and a provider access statement</p>	<p>N/A</p>	<p>Internal Use</p>
<p>Charging and Remissions Policy</p>	<p>Website - Free</p>	

Instrument of Government	Website - Free	
Newly Qualified Teachers (NQT)	N/A	Internal Use
Premises Management Document	N/A	Internal Use
Protection of Biometric Information held in schools	N/A	Internal Use
Register of business interests of headteachers and governors	N/A	Internal Use
Register of student's admission to school and attendance	N/A	Internal Use
School Exclusion Policy	N/A	Internal Use
School information published on a website	Website - Free	
Sex and relationships education	Website - Free	
Single Central Record of security and vetting checks	N/A	Internal Use
Special Educational Needs and Disability (SEND)	Website - Free	

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Out of school clubs (ICO)	Website	Free
Services for which the school is entitled to recover a fee, together with those fees (ICO)	Website	Free
School publications, leaflets, books and newsletters (ICO)	Website	Free