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## Freedom of Information Policy

<b>Date last reviewed:</b>	<b>New policy</b>
<b>Frequency of review:</b>	<b>Every three years</b>
<b>Date next review due:</b>	<b>Autumn 2021</b>
<b>Version:</b>	<b>1.1</b>

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### Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme

#### 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 intend 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 in paper form.

Some information which we hold may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for an example, about children or members of staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

#### Aims and objectives

The school aims:

- to provide a caring, disciplined and challenging environment that stimulates the intellectual emotional, physical, moral and spiritual growth of the pupils;
- to enable each child, whether their ability, to recognise their own worth and to accept their responsibilities to society;
- to provide a broad and stimulating curriculum based on the National Curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live;
- to nurture those basic skills and concepts which are necessary for future education and development;



- to encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning;
- to enable children to strive for excellence.

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

### 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

**Governors' Documents** – information published in the Governors Financial Statement and in other governing body documents.

**Pupils & Curriculum** – information related to the school – information about policies that relate to the school in general.

### How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below:

**Email:** [admin@doddinghurst-inf.essex.sch.uk](mailto:admin@doddinghurst-inf.essex.sch.uk)

**Tel:** 01277 822721

**Contact address:** Doddinghurst Infant School, Church Lane, Doddinghurst, Brentwood, Essex, CM15 0NJ

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

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

### Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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 publication or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the publication scheme.

### Classes of Information Currently Published (detailed in the Freedom of Information Publication Scheme)

**School website** – This section sets out specific information published on the school website, in accordance with the School information (England) (Amendment) Regulation 2012

**Pupils & Curriculum Policies** – This section gives access to information about policies that relate to pupils and the school curriculum.

**School policies and other information related to the school** – This section gives access to information about policies that relate to the school in general.



## **Feedback and Complaints**

We welcome 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 Office Manager at school.

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. This is the organisation that ensures compliance with the

**Freedom of Information Act 2000 and that deals with formal complaints.** They can be contacted at:

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

**Enquiry/information line: 01625 545 700**

**Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)**

**Website: <https://ico.org.uk/>**