



Freedom of Information Policy

May 2018

1.0 - Introduction

This policy is a guide to Heamoor School's Publication Scheme on information available under the Freedom of Information Act 2000. The Governing Body is responsible for the maintenance of this scheme.

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.
- Whether the information is available free-of-charge or on payment.

The Publication Scheme covers information already published and information which is to be published in the future. All information in our Publication Scheme is available on the school web site (<http://www.heamoorschool.co.uk>). Some information (for example, personal information), which we hold, may not be made public.

The school's Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner.

2.0 - Aims and Objectives

The School aims to:

- Provide an inclusive education of the highest standard.
- Help every child to become organised, confident, self-motivated, outward looking and socially aware.

The school's culture is one of nurture, enrichment and achievement. This publication is a means of showing how we are pursuing these aims.

3.0 - Categories of Information Published

The Publication Scheme is a guide to the information 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'.

The classes of information that we undertake to make available are organised into seven broad topic areas:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Policies and procedures.
6. Lists and registers.
7. Services we offer.

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the enquirer's name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within twenty working days. Working days refers to term time only as contained in the Statutory Instrument 3364. The contact details are set out below:

- Web site: <http://www.heammoorschool.co.uk>
- Email: secretary@heamoor.cornwall.sch.uk
- Contact address: Bosvenna Way, Heamoor, Penzance, Cornwall, TR18 3JZ.

To help us process your request quickly, please clearly mark any correspondence

"PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you are looking for is not available via the Publication Scheme and is not on our web site, you can still write to the school to ask if we have it. If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source. In some instances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

5.0 - Charging for Information

Most of the information covered by the Publication Scheme is provided free-of-charge via our web site unless stated otherwise. We may charge a fee for photocopying / printing / faxing / postage of longer documents where the information is not listed in our Publication Scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act.

If we intend to charge we will let you know in advance what the charge will be (through a Fees Notice) and will provide the information when payment is received. The time allowed for us to provide the information does not include the period between issuing the Fees Notice and the receipt of the payment.

The Headteacher has day-to-day responsibility for implementing FOIA policy and FOI requests.

6.0 - Feedback and Complaints

We welcome any comments or suggestions you may have about the school's Publication Scheme. If you wish to make any comments about this publication scheme, or if you require further assistance or wish to make a complaint, this should be addressed to:

Data Protection Officer, Heamoor School, Bosvenna Way, Heamoor, Penzance, Cornwall, TR18 3JZ.

If you are not satisfied with the assistance that you receive 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
Web site: <https://ico.org.uk/>