

Heart of the Forest Community Special School

Freedom of Information Policy 2022



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| Approved by: | HOF Governing Body | Date: | |
| Signed by Chair of Governors: | | Date | |
| Last reviewed on: | Oct 22 | Next review date: | Oct 2023 |
| Website | Yes | Type | Statutory |

Introduction

Heart of the Forest is committed to transparency in its dealings with the public and fully embraces the aims of the Freedom of Information Act 2000 and the access provisions of the Data Protection Act 2018. The school will make every effort to meet its obligations under the respective legislation and will regularly review procedures to ensure that it is doing so.

The underlying principle of this policy is that public has a right to access to recorded information held by the School and the School should seek to promote an open regime regarding access to information, subject to the exemptions contained within the relevant legislation.

This publication scheme commits the school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classification below
- To specify the information which is held by the school and falls within the classification below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained with this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information school makes available under the scheme
- To produce a schedule of any fees charged for access to the information, which is made proactively available
- To make this publication scheme available to the public
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public sector information
- Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act Section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in the section 19 (8) of the Act.

Classes of Information

Who are we and what do we do – organisational information, locations and contacts, constitutional and legal governance

What we spend and how we spend it – Financial information relating to projected and actual income and expenditure, tendering procurement and contracts

What our priorities are and how are we doing – Strategy and performance information plans, assessments, inspections and reviews

How we make decisions – Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

Our policies and procedures - Current written protocols for delivering our functions and responsibilities.

Lists and registers – Information held in registers required by law and other lists and registers relating to the function

The services we offer – Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on a website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in other such language that is legally required. Where the school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with the scheme.

Changes which may be made for information published under the scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

How to request information

All requests for information must be received in writing (by letter or email) to ensure we have a clear statement of what is required. Requests should state the enquirers name and correspondence address. Once a request has been received in writing you will have a statutory right to receive the information within twenty working days. Working days refers to term time only as contained in Statutory Instrument 3364. If the school intends to charge it will tell you in advance what the charge will be (through a fees notice) and will provide the information once the payment has been received. The time allowed to provide the information does not include the period between issuing the fees notice and the receipt of payment.

Contact details are set out below or you can visit our website:

www.heartoftheforestschool.co.uk

Email: admin@heartoftheforest.gloucs.sch.uk

Contact address:

Heart of the Forest Community Special School

Speech House Road
Coleford
GL16 7EJ

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 scheme and is not on our website, 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.