



## Freedom of Information Policy and Procedures

<b>Due for Review: May 2025</b>
<b>Statutory/Discretionary: Statutory</b>
<b>Policy Responsible: School Business Manager</b>

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

This publication scheme commits The Clere 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 Clere School.

The scheme commits The Clere School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by The Clere School and falls within the classifications below.
  - To specify the information, which is held by The Clere School and falls within the classifications below.
  - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within 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 The Clere School makes available under this scheme.
  - To produce a schedule of any fees charged for access to information which is made available.
  - To make this publication scheme available to the public.
  - To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public authority 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 section 19(8) of that Act.

### 2. Categories 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 we are 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 functions and responsibilities.

#### **Lists and registers**

Information held in registers required by law and other lists and registers relating to functions of the authority.

### **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 generally not include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or 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.

### **3. The method by which information published in this scheme will be made available**

The Clere 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 Clere School, information will be provided on our website or Learning Platform. Where it is impracticable to make information available on a website or Learning Platform or when an individual does not wish to access the information by the website or Learning Platform, the school will indicate how the 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 such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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

### **4. Charges which may be made for information published under this 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, transparent and kept to a minimum.

Material which is published and accessed on a website or Learning Platform 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 displacements 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 the public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

## **5. Written requests**

Information held by a public authority 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.

## **6. Contact details**

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email or letter. Contact details are set out below or you can visit the website at [www.clere.hants.sch.uk](http://www.clere.hants.sch.uk).

Email: [DPO@clere.hants.sch.uk](mailto:DPO@clere.hants.sch.uk)

Tel: **01635 278372**

Contact Address: **The Data Protection Officer, The Clere School, Burghclere, Newbury, Berkshire, RG20 9HP**

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

If the information you are looking for is not available via the scheme and is not on the school’s website or Learning Platform, you can still contact the school to ask if it is held.

## **7. Feedback and Complaints**

The school welcomes any comments or suggestions you may have about the scheme. Complaints should be addressed in accordance with the school’s complaints procedure.

If you are not satisfied with the assistance that you get or if the school has been unable to resolve your complaint, you may make a formal complaint 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**

**Telephone:** 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday

**Fax:** 01625 524510

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

**Monitoring and Evaluation Lead: Data Protection Officer/School Business Manager**

*This is a **statutory** policy*