



FREEDOM OF INFORMATION POLICY

This is Redland Green School's Publication Scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for maintenance of this scheme

1 INTRODUCTION: What a Publication Scheme is and why it has been developed

- 1.1 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 organisations, including schools, should be clear and proactive about the information they will make public.
- 1.2 To do this the school must produce a publication scheme, setting out:
 - *The classes of information which it publishes or intends to publish*
 - *The manner in which the information will be published; and*
 - *Whether the information is available free of charge or on payment*
- 1.3 The scheme covers information already published and information, which is to be published in the future. All information in the school's publication scheme is available in paper form.
- 1.4 Some information, which the school holds, may not be made public, for example personal information.
- 1.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2 AIMS

- 2.1 The school aims to:
 - Enable every child to fulfil their learning potential, with education that meets the needs of each child
 - Help every child develop the skills, knowledge and personal qualities needed for life and work
- 2.2 This publication scheme is a means of showing how the school is pursuing these aims.

3 CATEGORIES OF INFORMATION PUBLISHED

- 3.1 The publication scheme guides people to information which the school currently publishes (or has recently published) or which the school will publish in the future. This is split into categories of information known as 'classes'.
- 3.2 The classes of information that the school undertakes to make available are organised into four broad topic areas:
 - *School website* – information published in the school website
 - *Governors' documents* – information published in Governing Body documents

- *Students and curriculum* – information about policies that relate to students and the school curriculum
- *School policies and other information related to the school* – information about policies that relate to the school in general

4 HOW TO REQUEST INFORMATION

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

Email: info@redlandgreen.bristol.sch.uk

Tel: 0117 3533200

Fax: 0117 3533199

Contact Address: Redland Court Road, Bristol BS6 7EH

- 4.2 To help the school process the request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).
- 4.3 If the information you are looking for is not available via the scheme you can still contact the school to ask if it could be made available.

5 PAYING FOR INFORMATION

- 5.1 Information published on the school’s website is free, although you may incur costs from your Internet Service Provider. If you do not have internet access, you can access the school’s website using a local library or an internet café.
- 5.2 Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that the school has to do a lot of photocopying or printing, eg 10 copies, or pay a large postage charge, or your request is for a priced item such as some printed publications or videos, the school will let you know the cost before fulfilling your request.

6 FEEDBACK & COMPLAINTS

- 6.1 The school welcomes 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 Clerk to the Governing Body.
- 6.2 If you are not satisfied with the assistance that you get or if the school has 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
 Or Enquiry/Information Line: 01625 545 700 Email: publications@ic-foi.demon.co.uk
 Website: www.informationcommissioner.gov.uk

Agreed by Staff	Agreed by Pupils	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
N/A	N/A	19 JUL 2005	ANNUALLY	12 JUN 2007	22 JUL 2008	14 JUL 2009	16 SEP 2010
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