

# Freedom of Information Policy



**Midhurst C of E  
Primary School**  
LIFE IN ALL ITS FULLNESS

## Vision

At Midhurst CE Primary School we believe passionately in living life in all its fullness by developing the spiritual and holistic potential of each child. Our distinctively Christian values of kindness, peace, friendship, respect, creativity and forgiveness underpin the education and care we provide for the whole child, their family and school community.

## Aims

Our aim is that every child will reach their full potential by:

- learning to read so that they can read to learn.
- having the skills to write with purpose and fluency.
- becoming problem solvers through logic, reason and numeracy.
- knowing how to learn, what sort of learner they are and how they learn best.
- accessing a wide ranging, creative curriculum that is challenging and inspiring and caters for the needs of all.
- gaining knowledge, skills and understanding appropriate to a fast-changing world, so they can be self-reliant, adaptable and lead fulfilling and meaningful lives.
- being valued as an individual, who can share their concerns and can grow in confidence knowing their place in their class, their school, their local, national and international communities, wanting to help others and make a positive difference.
- being aware and able to make healthy choices physically and mentally. They will choose to keep active and develop positive attitudes to life and wellbeing.
- understanding that they are responsible for their own actions and take responsibility for them.

At Midhurst C of E Primary School, we strive to ensure that the whole school environment is a place that promotes learning, encourages challenge and independence and is as safe as possible. We believe that children should feel secure, happy, and valued as unique individuals so their educational, emotional, spiritual, and physical needs are met. We expect every child to make good progress and develop their wisdom, knowledge, skills and understanding of the world they live in. We encourage enthusiasm and motivation across the school, enabling us all to be creative and imaginative in our work. The biblical teachings of Jesus underpin all we do, our priorities and decisions, collective worship, RE and across the curriculum. Our Christian values are alive and in action around the school. Our distinct Christian foundation supports children to cooperate, share and show respect for everyone, regardless of faith, culture or ethnic background and be responsible for their own behaviour.

APPROVED BY THE HEADTEACHER DATE	NEXT REVIEW DATE
24 <sup>th</sup> May 2024	May 2026

Signed:

HEADTEACHER

**Midhurst CofE Primary School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our intention is that children will be safe, secure and happy, and enjoy their time as pupils at this school.**

## Freedom of Information Policy

### **Introduction**

The School is a “public authority”.

The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities. The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations.

FOIA and EIR promote openness and transparency. Information is provided in two ways:

1. It is mandatory to publish certain information (publication scheme); and
2. Any person is entitled to request information which subject to the application of any exemptions must be provided free of charge.

The Act does not give people access to their own personal data. Subject Access Requests are dealt with in accordance with the Data Protection Policy.

### **Aim**

This Policy will ensure:

- The School complies with its duties under the FOIA and EIR and handles requests under the correct regime.
- The School has a process in place which will result in proactive publication of what information is available.
- Any person knows they can make a request and who to contact.
- All appropriate staff will be able to recognise and respond appropriately to a valid request for information.
- That there is awareness amongst staff, contractors or others having contact with the School that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

### **Scope**

This Policy applies to:

- All recorded information held by the School or by a third party on the Schools behalf.
- Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

### **Roles and Responsibilities**

The Governing Body of the School has overall responsibility for ensuring compliance with the Freedom of Information Act. The Headteacher has day to day responsibility for FOI /EIR compliance and the **Data Protection Officer** is the point of contact for enquiries.

All staff will be trained on recognising a request for information.

A designated member of staff is responsible for handling request for information. Requests should be made to **Mrs Karen Griffiths, Data Protection Officer**.

### **Publication Scheme**

The School has adopted the Model Publication Scheme for Schools as approved by the Information Commissioner.

### **Requests handling**

The School will ensure that:

- Advice and assistance is provided to the requestor if required.
- Responses will be provided promptly and within the statutory time limit of 20 School days. A ‘School’ day will be any day on which there is a session and the pupils are in attendance. In the alternative the School will respond within 60 working days if that is shorter.

- Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requester.
- Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.
- Information provided to the School from third parties may be the subject of a request for information. In considering whether exemptions apply, the School will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the School.
- Any requests for internal reviews will be dealt with in accordance with the Schools Complaint Policy and will be responded to within twenty School days as recommended by the Information Commissioner.
- If the School's original decision is upheld, then the School has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to the Information Commissioner and addressed to:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

