

Freedom of information policy

South Wirral High School



February 2017

Review period 3 years once adopted.

FREEDOM OF INFORMATION – PUBLICATION SCHEME

South Wirral High School has produced a Publication Scheme of information that is available under the **Freedom of Information Act 2000** and it conforms to the model scheme for schools and academies approved by the Information Commissioner.

The Governing Body has responsibility for ensuring that the school complies with the Act.

Introduction: the development of a Publication Scheme

Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1st January 2011, academies.

In order to comply with the requirements of the Act, the publication scheme covers the school's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the school and falls within the classifications below.
- To specify the information that is held by the 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 school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

All information in the Publication Scheme is available in paper form.

Categories of Information Published

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website <http://southwirral.wirral.sch.uk/> and is categorised in 'Classes' as outlined later in this Scheme.

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. This includes information protected by the Data Protection Act.
- 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.

Requests for Information

Information that is not published under the scheme can be requested by e-mail, letter or fax.

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

Email: schooloffice@southwirral.wirral.sch.uk

Tel: 0151 3273213

Address: South Wirral High School, Plymyard Avenue, Eastham, Wirral CH62 8EH

Please make the subject of your request "**PUBLICATION SCHEME REQUEST**".

PAYING FOR INFORMATION

Information published on the school website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printed publication or video

In such instances, you will be notified in advance.