



BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY
Headteacher: Mathew Harper BA Hons, NPQH



Statutory Requests for Information Policy School Policy/Procedure No: 70

Adopted/Last Reviewed: January 2021

Last Amended:

Next Review: January 2022

Beauchamps High School is required to manage requests for information to comply with the Freedom of Information Act 2000 (FOI), the Environmental Information Regulations (EIR) and the General Data Protection Regulations (2018).

General rules in complying with Data Protection Law:

- Beauchamps High School must correctly identify the law which applies to the information being requested and manage the request in compliance with that law
- Information should be released unless there is a strong legal justification for withholding it
- Whenever the school refuses to provide information, we must clearly and fully explain the reasons why
- The school must provide advice and assistance to people making a request
- The school must always try to reply as quickly as possible, but always within the legal deadline
- All employees must promptly provide all relevant information to a request co-ordinator if asked for it
- Where reasonable and practical, the school must provide the information in the format requested by the applicant
- When the school responds to a request, we must tell the requestor about our internal review process
- When responding to a complaint, the school must advise the requestor that they may complain to the Information Commissioners Office (ICO) if they remain unhappy with the outcome

Charges:

The school will provide a copy of the information requested free of charge. However, when a request is manifestly unfounded or excessive, particularly if it is repetitive, the school may make a reasonable charge. Prices are available on request.

A reasonable charge may also be made to comply with requests for further copies of the same information. Any charges applied are based on the administrative cost of providing the information.

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.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

Note: All data on Statutory Requests stored in school is only shared in accordance with the school's Privacy Notice

Freedom of Information Act

This publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is proactively 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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Classes of Information

Who we are and what 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 our functions and responsibilities.

Lists and registers:

Information held in registers required by law and other lists and registers relating to the 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 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 authority 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 a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it with 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 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 this scheme.

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.

Courtesy of Information Commissioner's Office (Version 1.1 – 20130901)