

## A GUIDE TO THE FREEDOM OF INFORMATION PUBLICATION SCHEME

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*This is a guide to information available from Sandwich Technology School under the Freedom of Information Act 2000. It supports the Model Publication Scheme prepared and approved by the Information Commissioner's Office. The Governing Body is responsible for maintenance of this scheme.*

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### Rationale

#### Introduction – what a publication scheme is and why it has been developed

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 authorities, including all schools, should be clear and proactive about the information they will make public.

To do this we must produce a guide to the publication scheme setting out:

- the classes of information which we publish or intend to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that we hold may be exempt from release. The following is a list of categories to which exemptions might apply:

- information accessible to the applicant by other means;
- information which is intended for future publication (including draft publications and web content);
- information which has been collected and held as part of investigations and proceedings conducted by the school;
- information which, if released, would or would be likely to prejudice law enforcement activities;
- information which, if disclosed, is likely to endanger someone's physical, or psychological, health or safety;
- information which can be categorised as personal information about a living individual who can be identified;
- information obtained from an individual or organisation which, if disclosed, would constitute a breach of confidence actionable under common law;
- written communications between a qualified professional legal adviser and their client for the purpose of seeking or providing legal advice;
- information which, if released, is likely to prejudice the commercial interests of the school or any other organisation.

This guide supports and conforms to the model publication scheme for schools approved by the Information Commissioner and adopted by our Governing Body.

### Purpose

It is our aim that all members of our school are:

**H**appy in our safe and caring environment  
**O**pen-minded and ready to learn  
**L**iterate, numerate and independent thinkers  
**D**etermined to achieve the best they can

Forward thinking and full of aspiration  
 Active members of the community  
 Self-confident and inspired to succeed  
 Tolerant and respectful of diversity

To achieve this we work in partnership with parents.

This publication scheme is consistent with our stated values.

## Implementation

### Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’.

The classes of information that we undertake to make available via our website are organised into four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *Governors’ documents* – information relating to the Governing Body.
- *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.

### How to request information

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: admin@sandwich-tech.kent.sch.uk  
 Tel: 01304 610000  
 Contact Address: Sandwich Technology School, Deal Road, Sandwich, Kent CT13 0FA.

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

If the information you are looking for is not available via the scheme and is not on our website ([www.sandwich-tech.kent.sch.uk](http://www.sandwich-tech.kent.sch.uk)), you can still contact the school to ask if we have it.

### Paying for information

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not have home internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

### Classes of information currently published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	The school is not required by statute to publish a school prospectus, but elects to do so. The school prospectus includes information on the curriculum, teaching, pastoral systems, the Sixth Form and our partnerships.

Information relating to the Governing Body – this section sets out information published in governing body documents.

Class	Description
Information available from the school	<ul style="list-style-type: none"> <li>▪ Details of the governing body membership</li> <li>▪ Financial statements</li> <li>▪ The number of students on roll and rates of students' authorised and unauthorised absence</li> </ul>
Memorandum and Articles of Association	<ul style="list-style-type: none"> <li>▪ The name of the school</li> <li>▪ The category of the school</li> <li>▪ The name of the governing body</li> <li>▪ The manner in which the governing body is constituted</li> <li>▪ The term of office of each category of governor if less than 4 years</li> <li>▪ The name of any body entitled to appoint any category of governor</li> <li>▪ Details of any trust</li> <li>▪ The date the Memorandum and Articles of Association take effect</li> </ul>
Minutes of meetings of the Governing Body and its committees	<p>Agreed minutes of meetings of the Governing Body and its committees.</p> <p><i>(Please note, some information in this class might be confidential or otherwise exempt from publication by law.)</i></p>

#### School Policies

Class	Description
School Policies	All school policies are published on our website together with additional information about our school.

This list of documents is, by no means, exhaustive. If there is information that you require that is not mentioned, please submit a formal request and we will provide the information if at all possible.

#### Feedback and complaints

We welcome 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 Headteacher, in accordance with our published Complaints Procedure.

If you are not satisfied with the assistance that you get or if we have 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. The Information Commissioner's Office is the organisation that ensures compliance with the Freedom of Information Act 2000 and deals with formal complaints. It can be contacted via:

**Information Line:** 0303 123 1113  
**Website:** [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)  
[www.ico.org.uk/global/contact-us/live-chat](http://www.ico.org.uk/global/contact-us/live-chat)

#### Links to other policies

- Complaints Procedure
- Data Protection Policy
- Governors' Delegation of Functions (Function 63)

All of our policies are available on the school website.