

# ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

"Every moment, every day, every individual counts"



## FREEDOM OF INFORMATION POLICY

***Last Reviewed:*** ***September 2020***  
***Date for Review:*** ***September 2022***

**Governors Monitoring Group:** Leadership and Management

**SLT Responsible:** Headteacher

**Review Period:** 2 Years

"For the body does not consist of one member but of many" 1 Corinthians 12:14

HOPE

FORGIVENESS

COMPASSION

FRIENDSHIP

WISDOM

**This is St George’s Church of England Foundation School Publication Scheme  
on information available under the Freedom of Information Act 2000**

*The Governing Board 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 authorities, including all maintained schools, should be clear and proactive about the information they will make public.
- 1.2 To do this we must produce a 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.*
- 1.3 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.
- 1.4 Some information which we hold 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. CATEGORIES OF INFORMATION PUBLISHED:**

- 2.1 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’. These are contained in section 6 of this scheme.
- 2.2 The classes of information that we undertake to make available are organised into four broad topic areas:
- *School Prospectus* – information published in the school prospectus.
  - *Information relating to the Governing Board* – published in Governing Board documents..
  - *School Policies and other information related to the school* - information about policies that relate to the school in general. All Policies related to these areas can also be found on the School’s website.
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**3. 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, or letter. Contact details are set out below.

- Email: **admin@st-georgescfe-thanet.kent.sch.uk**
- Tel: **01843 861696**
- Contact Address: **St George’s School, Westwood Road, Broadstairs, Kent CT10 2LH**
- To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

**4. PAYING FOR INFORMATION:**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

*“For the body does not consist of one member but of many” 1 Corinthians 12:14*

Single copies of information covered by this publication are provided free. 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 DVDs we will let you know the cost before fulfilling your request.

## 5. **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 **Headteacher at St George's C of E Foundation School Westwood Road Broadstairs Kent CT10 2LH.**

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. 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
- E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).
- Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)