

WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

FREEDOM OF INFORMATION POLICY



INTRODUCTION

The Freedom of Information Act gives legal rights to any person wishing to access information held by the school. Our school has a duty to provide advice and guidance to anyone requesting information.

This Policy outlines information regarding the Act with details of the procedures to follow should a request for information be received and follows the publication scheme issued by the Information Commissioner's Office 2015.

This publication scheme commits WTL Academy 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 WTL Academy.

There are two sections to the Policy alongside a number of appendices with supporting information or documentation as referenced within the body of the document.

The scheme commits WTL Academy:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by us and falls within the classifications below.
- To specify the information which is held by us 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. The preferred medium will be the school website, but information will also be available from the office.
- 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 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.

Classes of information

Who we are and what we do (on website)

Organisational information, registered company details, locations and contacts, constitutional and legal governance.

What we spend and how we spend it (on website)

Financial information relating to projected and actual income and expenditure, procurement and contracts.

What our priorities are and how we are doing (on website)

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions (on website)

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures (majority on website- contact office for any others)

Current written protocols for delivering our functions and responsibilities.

Lists and registers (on website)

Information held in registers required by law and other lists and registers relating to the functions of the Academy.

The services we offer (on website and available from office)

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.

Methods of Publication

WTL Academy 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 our Academy, information will be provided on our 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, we will ensure that the same information can be obtained through the school office.

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.

Charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

Requests

Requests must be in writing, and include the enquirer's name and correspondence address. They must also include a description of exactly what information is needed. Enquirers do not need to say why they require the information. The Academy will reply within 20 working school days of the receipt of the request.

Exemptions

- Information accessible by other means (e.g. website or prospectus)
- Personal Information – this is covered by the Data Protection Act 1998 (unless the enquirer wishes to know what information is held about themselves)
- Environmental Information (e.g. regarding playing fields, car parking, phone masts etc.)
- Requests can also be denied if the information is simply not held by the school; if the cost of accessing the information is above £500, or the request is considered vexatious* or repeated

Contact details

- If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below, or you can visit our website at www.wtlacademy.bristol.sch.uk
- Email: **office@wtlacademy.bristol.sch.uk**
- Tel: **0117 377 2295**
- Fax: **0117 377 2296**
- Contact Address:

West Town Lane Academy

West Town Lane

Brislington

Bristol

BS4 5DT

*Vexatious request- one that is designed to cause inconvenience, harassment or expense rather than to obtain information, and would require a substantial diversion of resources or undermine the work of the school.