

Eltham Hill School



Eltham Hill
SCHOOL

FREEDOM OF INFORMATION POLICY

Governors Committee: Teaching & Innovation

Date Adopted/Reviewed: September 2014

Date of next review: September 2017

For more information please call 0208 859 2843 or email info@elthamhill.greenwich.sch.uk

References:

Freedom of Information Act 2000, HCC Guidance - SC004273 dated 5.1.2009, DfE website

1. Introduction

1.1 The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and pro-active about the information they will make public.

1.2 As a result, EHS have produced a publication scheme, setting out: the classes of information which we publish or to intend publish; the manner in which the information will be published. 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, and some is available on our website for you to download and print.

Some information, which we hold, may not be made public, (for example personal information).

1.4 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. The Aim of the Policy

The school aims to:

2.1 enable every child to fulfil their learning potential, with education that meets the needs of each child,

2.2 help every child develop the skills, knowledge and personal qualities needed for life and work

2.3 this publication scheme is a means of showing how we are pursuing these aims.

3. Procedure

3.1 The publication scheme states the 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.

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

3.2 School Prospectus – information published in the school prospectus.

3.3 Governors' Documents – information published in the minutes of Governors meetings and in other Governing Body documents.

3.4 Students & Curriculum – information about policies that relate to students and the school curriculum.

3.5 School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to request information

4.1 If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested. Contact details are set out below or you can visit our website at www.elthamhill.com

Email: info@elthamhill.greenwich.sch.uk

Tel: 020 8859 2843

Fax: 020 3247 0201

Contact Address: Eltham Hill School
Eltham Hill, Eltham SE9 5EE

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

4.3 If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

5. Paying for information

5.1 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.

5.2 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

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

- the name, address and telephone number of the school, and the type of school
- the school's ethos and values
- how we support our students learning
- extra-curricular activities we offer
- curriculum
- How we care for our students
- KS4 & KS5 results in the school

6.2 Governors Documents – this section sets out the information published Governing Body documents, including structure of GB

6.3 School Policies and other information related to the school. This section gives access to information about policies that relate to the school in general and can be provided free of charge.

- Published reports of Ofsted
- School Improvement Plan
- Pupil Premium funding statement

7. Feedback and Complaints

7.1 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:

Principal,
Eltham Hill School
Eltham Hill, Eltham SE9 5EE

or

Email: info@elthamhill.greenwich.sch.uk

Tel: 020 8859 2843

Fax: 020 3247 0201

Website :www.informationcommissioner.gov.uk