



Freedom of Information Policy

The Robert Napier School

Reviewed: Jan 2017



The Robert Napier School Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme

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 maintained schools, should be clear and proactive about the information they will make public.

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.*

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 not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. (*The Information Commissioner's Office is the UK's independent public body set up to promote access to official information and to protect personal information.*)

Aims and Objectives

The aim of the school is to enable students to become independent learners, to take charge of their learning, and make decisions based on moral values. We want our students to live in the world as independent adults, meeting the challenges of the twenty-first century.

The purpose of the school is to be a learning community where young people and adults share the search for knowledge, truth and the pursuit of excellence. We aim to provide students with a broad and balanced curriculum which helps them to reach the highest possible level of academic success and personal growth. It is crucial that our students are happy at school, and that they uphold the values of taking responsibility, fostering good relationships and showing respect.

We see the school as part of the local community, and all of us who work at the school should share the values of good neighbourliness and understanding that difference is a source of enrichment.

This publication scheme is a means of showing how we are pursuing our aims.

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'.

SCHOOL PUBLICATION SCHEME

Last reviewed: January 2017

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

- **Who we are and what we do:** information and our ethos, values and general information about the FPTA Academies Trust and its academies (schools) e.g. School prospectus, its staff, leadership and governance, information about the curriculum, school terms and events.
- **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:** performance information e.g. Ofsted report and examination results
- **How we make decisions:** decisions of the leadership of the Trust, academies (schools), and directors, as well as our Admissions policies.
- **Our policies and procedures:** current written policies and procedures for delivering our services and responsibilities
- **Governing Body Documents**

As the school is part of FPTA Academies Trust the published audited accounts are available upon request or downloaded from the Trust website.

Other information relating to the Governing Body that is available on request

Description

- Details of the Governing Body membership, including name and address of chair and clerk
- A statement on progress in implementing the action plan drawn up following an Inspection
- A financial statement, including gifts made to the school and amounts paid to Governing Body members for expenses
- A description of the school's arrangements for security of students, staff and the premises
- Information about the implementation of the Governing Body's policy on students with Special Educational Needs (SEN) and any changes to the policy during the last year
- A description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students;
- Details of existing facilities to assist access to the school by students with disabilities; and the **accessibility plan** covering future policies for increasing access by those with disabilities to the school
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- The name of the Governing Body, and the manner in which the Governing Body is constituted
- The term of office of each category of Governing Body member, if less than 4 years
- The name of anybody entitled to appoint any category of Governing Body member
- Agreed minutes of meetings of the Governing Body and its committees [*current and last full academic school year*]

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, or you can visit our website at www.robertnapier.org.uk

Email: trns@robertnapier.org.uk

Tel: 01634 851157

Fax: 01634 280972

Contact Address: The Robert Napier School
Third Avenue
Gillingham
ME7 2LX

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

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.

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.

Single copies of information covered by this publication are provided free unless stated otherwise in the next section document. 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.

Our Response

We aim to respond to any requests as promptly as possible. However, in some cases the information may take a little time to collate. We are obliged to respond to any written request within twenty working days (excluding school holidays).

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 Clerk to the School Governing Body
The Robert Napier School
Third Avenue
Gillingham
ME7 2LX

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's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Or

Helpline: 0303 123 1113 or 01625 545745

E Mail: casework@ico.org.uk

Website: www.ico.org.uk