

FREEDOM OF INFORMATION POLICY

Approved by:	Trust Board	Date: 26 September 2019
Last reviewed on:		
Next review due by:	September 2021	

This is the Gatehouse Green Learning Trust's Publication Scheme on information available under the Freedom of Information Act 2000.

The Trust 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 organisations, including schools, should be clear and proactive about the information they make public.
- 1.2 To do this, the Trust must produce a publication scheme, setting out:
 - *The classes of information which it publishes or intends to publish*
 - *The manner in which the information will be published*
- 1.3 The scheme covers information already published and information which is to be published in the future.
- 1.4 Some information, which the Trust holds, may not be made public, for example personal information, in order to comply with GDPR.
- 1.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office.

2 AIMS

- 2.1 The Trust aims to:
 - Enable every child to fulfil their learning potential, with education that meets the needs of each child
 - Help every child develop the skills, knowledge and personal qualities needed for life and work
- 2.2 This publication scheme is a means of showing how the Trust is pursuing these aims.

3 CATEGORIES OF INFORMATION PUBLISHED

- 3.1 The publication scheme guides people to information which the Trust currently publishes (or has recently published) or which the Trust will publish in the future. This is split into categories of information known as 'classes'.
- 3.2 The classes of information that the school undertakes to make available are organised into four broad topic areas:
- *Trust and Schools website* – information published in the school website
 - *Governors' documents* – information published in Governing Body documents
 - *Students and curriculum* – information about policies that relate to students and the schools' curriculum
 - *Trust and School policies and other information related to the Trust or its schools* – information about policies or other information that relate to the school in general

4 HOW TO REQUEST INFORMATION

- 4.1 If you require general information about the Trust or its schools, please contact us on:

Data Protection Officer
Redland Green School Redland Court Road
Redland
Bristol
BS6 7EH
info@redlandgreen.bristol.sch.uk - 0117 353 3200

- 4.2 To help the Trust process the request quickly, please clearly mark any correspondence as '**Freedom of Information Request**' (in CAPITALS please).
- 4.3 If the information you are looking for is not available via the scheme you can still contact the school to ask if it could be made available.

5 PAYING FOR INFORMATION

- 5.1 Information published on the Trust or its school's website is free, although you may incur costs from your Internet Service Provider. If you do not have internet access, you can use a local library or an internet café.
- 5.2 Single copies of information covered by this publication are provided free.

6 FEEDBACK & COMPLAINTS

- 6.1 The Trust welcomes 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, initially this should be addressed to the Data Protection Officer.
- 6.2 If you are not satisfied with the assistance that you get, or if the Trust has not been able to resolve your complaint and you feel that a formal complaint needs to be made, 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: 0303 123 1113 Website: www.ico.gov.uk