

Clipston Endowed VC Primary School
and
Great Creaton Primary School
Access to Information Policy



Access to Information Policy

Considered and approved by the Governing Body on 29th September 2015

To be reviewed – September 2017

Signed

Mr Graham Leah - Chair of Governors

AIMS OF CLIPSTON SCHOOL

Clipston Endowed VC Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

AIMS OF GREAT CREATON SCHOOL

Great Creaton Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and a deep sense of self-worth. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual, moral, social and cultural development to support the ability to grow and flourish as human beings.
- c) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- d) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- e) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- f) Ensure equal opportunities for all.
- g) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- h) Develop a sense of pride in belonging to Great Creaton Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

Statement of Intent

In an effort to promote openness to all interested parties, both Schools will endeavour to support all enquirers in their application for information held by school. Should an enquirer be experiencing difficulties in the process the school will endeavour to assist enquirers to fulfil their request.

- Simple requests for information such as viewing of accessible documents may be disclosed after a verbal application, this will be facilitated as soon as practicable. Where photocopies are requested there may be a charge to cover costs at the discretion of the school.
- For more complex requests, e.g. multiple documents, archives, personal data etc. the application must be in writing (or e-mail) and clearly describe the information requested for disclosure. If a request is made for a child's personal records, the school may require proof of parental responsibility (or equivalent) of that child before any disclosure is made.
- In all cases there may at the discretion of the school be a charge for disclosure to cover administration costs. The sum of costs, if any, will be communicated to the enquirer and must be paid prior to the information being disclosed. Costs will include the photocopier costs and admin time. The school will endeavour to provide disclosure within twenty working days (excluding school holidays) of the request being received or within twenty working days (excluding school holidays) of the date payment is received where a charge is applied. In some rare cases where information is required from multiple sources, disclosure may take longer. Enquirers will be informed of the approximate length of time the process will take.
- Whilst both Schools are keen to promote openness and be of assistance to parents, staff, and members of the public in making information as freely available as possible, the schools and their governing body have a duty to maintain confidentiality and comply with the *Data Protection Acts 1998 and 2003* and exclusions within the *Freedom of Information Act (FOI) 2000*. Before making any disclosures the school must be satisfied that the information can be disclosed without infringing the *Data Protection Acts* or other exclusions to the *(FOI)* as defined in the Act. The schools will reference www.legislation.gov.uk for information and may seek additional advice from the Local Authority's Legal Team. If the requested information is subject to exclusion or cannot be disclosed for any other reason the school will inform the enquirer at the earliest appropriate time.

