

Clipston Endowed VC Primary School

Access to Information Policy



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Presented to and approved by the Governing Body: September 2018
Minor Update: February 2019

To be reviewed – Autumn 2019

Signed
Miss Dewinder Birk - 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.

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, the school will endeavour to support all enquirers in their application for information held by the school. Should an enquirer be experiencing difficulties in the process, the school will endeavour to assist in order to fulfil the 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 large photocopies of documents 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.
- 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, the process may take longer. Enquirers will be informed of the approximate length of time the process will take.

- Whilst the school is 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 relevant data protection regulations. Before making any disclosures, the school must be satisfied that the information can be disclosed without infringing the data protection regulations or other exclusions. The schools may reference www.legislation.gov.uk for information and may seek additional advice from the Local Authority's Legal Team and / or the school's GDPR advisor. 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.

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