



Freedom of Information Procedure

MEADOWFIELD



Freedom of Information Act Publication Scheme

This publication scheme commits Meadowfield School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.

The scheme commits Meadowfield School to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below;
- specify the information which is held by the school and falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- review and update on a regular basis the information the school makes available under this scheme;
- produce a schedule of any fees charged for access to information which is made proactively available;
- make this publication scheme available to the public;
- publish any dataset held by Meadowfield that has been requested, and any updated versions it holds, unless Meadowfield is satisfied that it is not appropriate to do so.

CLASSES OF INFORMATION

Class 1 - Who we are and what we do

- Organisational information, locations and contacts, constitutional and legal governance.

Class 2 - What we spend and how we spend it

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3 - What our priorities are and how we are doing

- Strategy and performance information, plans, assessments, inspections and reviews.

Class 4 - How we make decisions

- Policy proposals and decisions.
- Decision making processes, internal criteria and procedures, consultations.

Class 5 - Our policies and procedures

- Current written protocols for delivering our functions and responsibilities.

Class 6 - Lists and Registers

- Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class 7 - The Services we offer

- Advice and guidance, booklets and leaflets, transactions and media releases.
- A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form, including draft minutes from Governing Body meetings.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

2) METHOD BY WHICH INFORMATION PUBLISHED UNDER THE SCHEME WILL BE MADE AVAILABLE

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

3) CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying;
- postage and packaging; and
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

4) WRITTEN REQUESTS

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

5) INTERNAL REVIEW

Where a request for information has been refused under the grounds and exemptions contained in the Freedom of Information Act or you are dissatisfied with the response received an internal review can be requested by writing to:

Dan Zaccheo, Principal
Meadowfield School
Swanstree Avenue
Sittingbourne
Kent ME10 4QD

The Principal may decide to conduct an internal review depending on the circumstances of each FOI request.

In your internal review request, please include:

- What you would like the school to review

Any internal reviews will be conducted by a member of the Leadership Team who was not involved with the original request.

As part of the process, we'll consider whether:


- the Freedom of Information Act (FOIA) has been properly applied; whether the information requested genuinely falls within the exemption(s) cited and if any balancing of public interests favours non-disclosure
- there have been any developments since the original response; this will include any points you made when making your complaint
- it's possible to provide you with any further information, and
- there are any lessons for handling future cases

We will tell you if the original decision has changed. We will either send you the information requested or let you know the date you may expect it if a decision has been changed to provide the information requested.

We will let you know the outcome of the review, explaining it and referring to the relevant exemption(s). We'll also advise you of your right to appeal to the ICO.

If you are dissatisfied with our responses or do not believe we have complied with the FOIA you can appeal to the Information Commissioner by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

 School Policy Approved by Governors	
Policy Adopted	Academic Year 2021/22
Policy Approved	Awaiting Approval
Next Review	Academic Year 2023/2024