

Castercliff Primary Academy Freedom of Information Policy

Introduction

The Freedom of Information Act gives you the opportunity to request information which we keep. We are committed to being open and transparent. On this page you will find links to our publication scheme. We aim to publish as much information as possible online and in response to frequently asked questions.

How to request information

You can submit an FOI request by emailing us via the details given on the 'contact us' page of this website. Remember to include a name and full postal address as part of your application, together with a telephone contact number.

To make a request in writing please send it to: Castercliff Primary Academy, Marsden Hall Road North, Nelson, Lancashire BB9 8JJ.

Please ensure you include your full name, address and telephone/email contact details if available.

All FOI inquiries are managed by Castercliff Primary Academy. Alternatively Castercliff Primary Academy will forward FOI requests they receive to Pendle Education Trust (PET) if appropriate.

What happens when we receive your request?

We will acknowledge your request as soon as possible. If your request is particularly complex we will assess how long it is likely to take to retrieve the relevant information. If it is more than 12 hours of staff time we will levy a charge. In this case we will write to you to advise you of the cost and you can decide whether or not to continue.

Are there any exemptions?

There are a range of exemptions that could apply, for example if releasing information breaches commercial confidence or if there are other legal issues preventing disclosure. We will write to you if this applies.

You have the right to appeal the decision in writing to Castercliff Primary Academy in the first instance and to the Information Commissioner's office if you think the decision is unreasonable.

Freedom of Information – Publication Scheme

Castercliff Primary Academy has adopted the Information Commissioner's model publication scheme.

This publication scheme commits the authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

- Who we are and what we do – Organisational information, locations and contacts, constitutional and legal governance.
- 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 – Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions – Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures – Current written protocols for delivering our functions and responsibilities.
- Lists and Registers – Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 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.
- 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.

The method by which information published under this scheme will be made available:

The authority 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 a public authority, 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, a public authority 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 an authority 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