

# THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:  
learning together – achieving excellence"*

**Headteacher: Mrs F A Dean, MA (Ed)**

Initial Policy date	November 2004	Next scheduled review	June 2025
Governor approved	June 2024	Key person/people	Senior Site & Facilities Strategic Lead
Model Policy		Model localised	Yes
Pupil leadership team review		Y / N / N/A	

## **FREEDOM OF INFORMATION (FOI).**

This is The Westgate School's Publication Scheme on information available under the Freedom of Information Act 2000.

It is the responsibility of the Governing Body to ensure procedures are in place, so that the school handles information requests covered by the Freedom of Information Act 2000 (FoIA), in accordance with the scope of the Data Protection Act (DPA) 2018, which sits alongside the General Data Protection Regulation (GDPR) 2018.

### **1. Aims and Objectives**

One of the aims of the Freedom of Information Act 2000 is that all maintained schools, should be clear and proactive about the information they will make public.

This policy sets out:

- The classes of information which we publish or intend to publish.
- The manner in which the information will be published.
- Whether the information is available free of charge or on payment.

This covers information already published and information which is to be published in the near future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form. Some information which we hold will not be made public, for example, any information relating to an identified, or identifiable, individual. The publication scheme conforms to the model scheme for schools approved by the Information Commissioner. This policy also meets the requirements of the GDPR and the DPA 2018. It is also based on guidance published by the Information Commissioner's Office (ICO) on the GDPR and the ICO's code of practice (section 45 for request handling).

The school aims to:

- Provide a stimulating, balanced curriculum in which pupils of all abilities can find something of interest and something at which to succeed.
- Create a happy and well-ordered community in which pupils can achieve the maximum of which they are capable.
- Foster teamwork since our motto is "Learning Together: Achieving Excellence", a respect for values like truth, hard work, kindness and concern.
- Develop a community that treats its members as individuals and concerns itself with their ideals, their attitudes, their relationships and their problems.
- Encourage self-confidence in pupils and motivation for success in order to establish, in part through an agreed code of conduct, a school ethos that is positive and mutually supportive.
- Nurture new and already developed leisure interest, whether musical, sporting or of some other kind.

- Prepare our pupils fully for the next stage of their careers, whether in employment or in further/higher education.

## 2. Categories of information published

The classes of information that we undertake to make available are organized into four broad topic areas:

- School Prospectus – information published in the school prospectus.
- Governors’ Documents – information published in open minutes.
- Pupils and Curriculum – information about policies that relate to pupils and the school curriculum.
- Individual pupil school record.

The first three topics are published on our Website.

## 3. How to request information

Parents who wish to request a paper version of any of the documents within the scheme, should contact the school in writing, email, or letter. This should include the requester's real name or the name of the person or organisation they're acting on behalf of. Contact details are set out below [or you can visit our website at [www.westgate.hants.sch.uk](http://www.westgate.hants.sch.uk)]:

FAO	Data Protection Officer
Email:	contact@westgate.hants.sch.uk
Tel:	01962 854757
Contact address:	Cheriton Road, Winchester. SO225AZ

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please). If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it. The request will be passed to the Headteacher.

A Freedom of Information request should:

- Be in writing, including email
- State the enquirer's name and correspondence address (email address allowed).
- Describe the information requested.

The GDPR and the DPA 2018 allows most requests to be made free of charge. However, a 'reasonable fee' can be charged for further copies of the same information and when a request is manifestly unfounded or excessive, particularly if it is repetitive. The fee must be based on the administrative cost of providing the information.

Once a FOI has been clarified, consideration will be given to how long it will take to collate the information required and whether any of the questions could be refused because it would exceed the appropriate limit. The appropriate limit for public authorities is £450.

This equates to 18 hours of officer time. This does not mean that the school can charge for their time to complete the task, but rather that the school needs to determine how long it would take to provide the information requested and if this time would equate to over 18 hours, we are not obliged to supply it. However this limit relates to each question and not the entire FOI request.

## 4. Classes of Information Currently Published / Statutory information on the website includes the following:

### a. School Information

We follow the statutory guidance as published by the DFE.

The published statutory details are as follows, (other items may be included in the prospectus at our discretion):

- The name, address and telephone number of the school, and the type of school.
- The names of the Headteacher and Chair of Governors.
- Information on the school policy on admissions.
- A statement of the School's ethos and values.
- Details of any affiliations with a particular religion or religious denomination, the religious education produced, parents' rights to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
- Information about the School's policy on providing for pupils with Special Educational Needs.
- Number of pupils on roll and rates of pupils' authorized and unauthorized absences.
- National Curriculum assessment results for appropriate Key Stages, with national summary figures.
- GCSE/GNVQ results in the school, locally and national comparisons.
- The number of pupils studying for and percentage achieving other vocational qualifications.
- The destinations of school leavers.
- The arrangements for visits to the school by prospective parents.
- The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places.

## **b. Governors**

### **(i) Instrument of Government**

- The name of the school.
- The category of the school.
- The name of the governing body.
- The manner in which the governing body is constituted.
- The term of office of each category of governor if less than 4 years.
- The name of anybody entitled to appoint any category of governor.
- The date the instrument takes effect.

### **(ii) Minutes of meeting of the governing body and its committees**

Agreed open minutes of meetings of the governing body and its committees.

## **c. Pupils and Curriculum Policies**

- Home – school agreement.
- Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, for example, home learning arrangements.
- Curriculum Policy
- Sex and Relationship Education Policy.
- Special Education Needs Policy.
- Disability Equality Scheme.
- Equal Opportunities Policy.
- Careers Education Policy.
- Safeguarding Children Policy.
- Behaviour Policy.

## **d. School Policies and other information related to the school**

- Charging and Remissions Policy.
- Health and Safety Policy and Risk Assessment.
- Complaints Procedure.
- Performance Management of Staff.
- Staff Conduct, Discipline and Grievance Procedures.

This is not the definitive list of all school policies. A list is available from the school website.

## 5. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme, if you require further assistance or wish to make a complaint then initially this should be addressed to The Administrator, The Westgate School, Cheriton Road, Winchester, SO22 5AZ. If you are not satisfied with the assistance that you get or, if we have not been able to resolve your complaints and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organization 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: 01625 545745

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

## **FREEDOM OF INFORMATION – APPENDIX**

### **Rationale:**

The Freedom of Information Act (FOI) 2000 was introduced to promote greater openness and accountability across the public sector. It establishes a general right of access to information held by all public authorities, including maintained schools and is intended to promote a culture of openness and accountability amongst public sector bodies, and therefore facilitate better public understanding of how public authorities carry out their duties. "The act recognizes the need to protect sensitive information in certain circumstances and provides for exemptions."

### **Aims:**

1. To comply with the 2000 Act (implemented fully 1<sup>st</sup> January 2005).
2. To try to ensure that the spirit of the Act is reflected in the school's practice.

### **Guidelines:**

1. Any person can submit a written request for information held by the school.
2. There is a time limit of 20 school days (excluding school holidays), or 60 working days if that's sooner to respond to requests from the date of the request.
3. Requests for pupil education records should be dealt with within 15 school days.
4. There is a right of appeal if an enquirer is unhappy with the way the request has been handled, initially through the Schools Complaints Procedure and then to the Information Commissioner.
5. The school will operate by the safeguard in the Act whereby any 'manifestly unreasonable' request or one where the information is already in the public domain or the cost in time or labour is excessive need not to be complied with.
6. Requests for information can be received by any member of staff, however they are to be brought to the attention of the Data Protection Officer.
7. Decisions relating to items 4 and 5 above will be taken by the Headteacher.
8. Where requests for information relate to professional activity (eg academic research) the school will attempt to be supportive; where a request seems to stem from dissatisfaction with the work of the school the attempt will be made to conduct a constructive discussion with the person(s) concerned (see Complaints Policy).
9. Staff will be reminded that the 2000 Act makes it important that documentation is carried out appropriately.

**Conclusion:** Properly operated, this policy should help to ensure a healthily open climate at the school about stored information.