

ABERDARE COMMUNITY SCHOOL



Freedom of Information Policy

Drafted
June 2014

Revised on

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Mrs. S. Davies
(Headteacher)

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Mr. A. Maddox
(Chair of Interim Governing Body)

This is Aberdare Community School's Publication Scheme

Our full title and address for sending requests for any documents is:

Aberdare Community School
Cwmdare Campus
Cwmdare Road
Aberdare
CF44 8SS

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

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

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future - this is split into categories of information known as classes. The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus - information published in the school prospectus.
- Governors' Documents - information published in the Governors' Annual Report and in other governing body documents.
- Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.
- School Policies - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you are looking for is not available via the scheme, you can still ask if we have it.

You can contact the school by telephone, fax, email or letter.

Email: SRDavies@aberdare.school.co.uk

Telephone: 01685 872642

Fax: 01685 873689

Contact address: Mrs. S. Davies, Headteacher
Aberdare Community School
Cwmdare Campus
Cwmdare Road
Aberdare
CF44 8SS

To help us process your request quickly, please clearly mark any correspondence "PUBLICATIONS SCHEME REQUEST".

4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

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 or if you require further assistance or need to make a complaint then initially this should be addressed to The Headteacher at the main school address.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint 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 organisation 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

Enquiry/Information Line: 01625 545745

Email: publications@ic-foi.demon.co.uk

Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.