

## Freedom of Information Policy

Policy Date	Review Frequency	Date Ratified	Ratified By	Next Review Date
November 2015	3 Yrs	November 2015	Headteacher	November 2018

### Aims & Intent

The Freedom of Information Act 2000 provides a right of access to information held by public authorities and sets out exemptions to that right of access. Any person or body who makes a request in writing to Wapping High School for access to recorded information must be informed whether the school holds that information and be supplied with it, subject to the application of various exemptions specified within the Act. Wapping High School must normally respond within 20 working days of the receipt of the request.

Wapping High School pro-actively publishes a wide range of information, the majority of which is available on its website ([www.wappinghigh.org](http://www.wappinghigh.org)). Information is published in accordance with the school's publication scheme and covers the governance and operation of Wapping High School.

### Requests for personal data

The Data Protection Act 1998 governs the processing of personal data (information relating to living individuals). This legislation makes it possible for you to request access to personal data that Wapping High School may hold about you or your child. A request for disclosure of such information is called a subject access request. Any such requests should be addressed to [Headteacher@wappinghigh.org](mailto:Headteacher@wappinghigh.org)

Should you wish to know more about your rights under the Data Protection Act 1998 you should consult the Office of the Information Commissioner.

### Limits of Disclosure

Wapping High School will disclose information wherever possible. However, in certain limited circumstances, it will be necessary to employ one of the exemptions to the general requirement to release information. In any case where information is refused, Wapping High School will specify which exemption is being claimed and why. All requests for information will be carefully considered on their own merits and with close regard to the public interest.

### Fees

The fees chargeable under the Fees Regulations will be operated according to those regulations. Given the limits set out in those regulations it is expected that many requests for information will be met without charge; however a charge may be made for costs of postage, photocopying, tapes, disks or computer runs.

### Classes of Information Currently Published

School Prospectus - Information published in the school prospectus

Governors - Information published in governing body documents

Pupils & Curriculum - Information about policies that relate to pupils and the school curriculum

School Policies and other information related to the school:

- Charging and Remissions
- School Behaviour - Attitudes to Learning
- Sex Education
- Special Educational Needs
- Data Protection
- Safeguarding Policy
- Admissions Arrangements
- Accessibility Plan
- Complaints Policy
- Freedom of Information
- Homeschool Agreement
- Single Equalities Policy
- Funding Agreements
- Supporting Pupils with Medical Needs

### **Associated documents**

- Complaints Policy