



# Robertswood School

## Freedom of Information Policy

The governing body is responsible for maintenance of this scheme.

### 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 on our website to download and print off or 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 three broad topic areas:

School Prospectus - information published in the school prospectus.

Information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school published on the website

### 3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.robertswood.org](http://www.robertswood.org)

Email: [office@robertswood.org](mailto:office@robertswood.org)

Tel: 01753 888327

Contact Address: The Administrator, Robertswood School, Denham Lane, Chalfont St Peter, Buckinghamshire, SL9 0EW

### 4. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet cafe. Single copies of information covered by this publication are provided free unless your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum.

### 5. Complaints

Any comments or complaints will be dealt with through the school's normal complaints procedure.

