

The logo for Orchard Hill College & Academy Trust features a red horizontal bar at the top. Below it is a red shield-shaped emblem containing a white ampersand (&). The text "Orchard Hill College" is on the left and "Academy Trust" is on the right, both in a bold, black, sans-serif font.

**Orchard Hill
College & Academy
Trust**

FREEDOM OF INFORMATION POLICY

Grafham Grange School

The OHC&AT Board of Directors has agreed this Policy – 30th June 2015.

Jay Mercer

Chair of OHCAT Board

A handwritten signature in black ink, appearing to read "Jay Mercer", with a horizontal line extending to the right.

Freedom of Information Policy

INTRODUCTION

One of the aims of the Freedom of Information Act 2000 (FOIA) is that educational establishments should be clear and proactive about the information they make public. To do this we must produce a publication scheme, setting out:

- The categories of information that we intend to publish
- How this information can be obtained
- Whether this information is available free of charge or chargeable

The publication scheme will cover all information already published and any information that will be published in the future. Any information in the publication scheme is available in a paper form at a charge of 5p per sheet. Some information which we hold will not be made public for confidentiality and safeguarding reasons. This scheme conforms to the Surrey County Council guidelines approved by the Information Commissioner.

AIMS AND OBJECTIVES

The publication scheme has been adopted by Grafham Grange School as a way to assist in efficiently handling the data we hold and to provide a transparency in the way we manage the Academy's aims and objectives.

CATEGORIES OF INFORMATION AVAILABLE

This scheme advises on the information we currently publish and the information we intend to publish in the future. There are three main headings under which the information is available:

- Pupil documentation and policies
- General Academy policies and information
- Governing Body documentation

HOW TO REQUEST DOCUMENTATION

You may find the information you require on our website: <http://grafham-grange.co.uk/>

All requests under the Freedom of Information Act must be made in writing. If you cannot find the information you are looking for, please complete the online contact form available at http://grafham-grange.co.uk/contact_us or email the Academy on schooloffice@grafham-grange.co.uk marking the subject line 'Freedom of Information Request'. If you require a paper copy of any of this documentation, it will be made available at a cost of 5p per sheet along with the appropriate postal charges. By law

we are required to provide a full response within 20 working days if we hold the information requested, subject to exemptions.

Exemptions:

- The information contains personal information
- The information is subject to the Academy's safeguarding procedure
- The information could harm a current criminal investigation
- The information could harm another person
- The information is not available
- The timescale involved would exceed 18 staff hours
- The information has been requested previously by the same individual
- Other exemptions as covered by the FOIA

You have the right to appeal a non-disclosure of information by writing to the Academy within 20 working days from receipt of the Refusal Notice.

Information currently published:

- Name, address and telephone number of the Academy
- The names of the Head/Principal and Chair of Governing Body
- Information on the Academy's admissions policy
- Grafham Grange School vision statement
- Course information
- Information on the support services available within the Academy
- Information, advice and guidance for prospective pupils, parents and carers

Pupil documentation and policies:

- Grafham Grange School vision statement
- Term dates
- Positive Behaviour Policy
- Equality Policy
- Child Protection, Adult Protection & Safeguarding Policy and Procedure

General Academy policies and information:

- Ofsted Report and Post Inspection Action Plan
- Annual Report and Financial Statement
- Admissions Policy
- Complaints Procedure
- Health & Safety Policy

Governing Body documentation:

- Articles of Association
- Details of the Governing Body membership including the name and contact address of the Chair and Clerk

- The constitution of the Governing Body and terms of office

POLICY REVIEW DETAILS

<i>Version:</i>	1.0
<i>Reviewer:</i>	Janet Sherborne
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	30 th June 2015
<i>Due for review:</i>	Summer 2018

RELATED POLICIES AND PROCEDURES

Data Protection Policy
ICT Acceptable Use Policy
Child Protection, Adult Protection & Safeguarding Policy and Procedure
Photo Permission Policy