



Freedom of Information Policy

1. Introduction and Context

This is the Berwick Academy Publication Scheme on information available under the Freedom of Information Act 2000

2. Definition

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 and academy 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
- 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. 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.

3. Aims

Berwick Academy aims to:

- enable every child to fulfill their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,
- and this publication scheme is a means of showing how we are pursuing these aims.

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.

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
- Trustee’s Documents – information published in trustee body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

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:

Berwick Academy
Adams Drive
Berwick upon Tweed
TD15 2JF

www.berwickacademy.co.uk

admin@berwickacademy.co.uk

Tel: 01289 305083
Fax: 01289 302681

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

Requests under FoI can be addressed to anyone in the school; so all staff need to be aware of the process for dealing with requests. Requests must be made in writing, (including email), and should include the enquirer’s name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information.

There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to a FOI enquiry. There is a time limit of 20 days excluding school holidays for responding to the request.

Paying for Information

Information to be published on our website will be free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you will be able to access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free. 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. Where there is a charge this will be indicated by a £ sign in the description box.

Classes of Information Currently Published

If you require information about documents we publish, please contact the school.

4. Actions and Responsibilities

The Trustee Board is responsible for maintenance of this scheme.

5. Notes to the Policy

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 wish to make a complaint then initially this should be addressed to the head teacher at Berwick Academy.

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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Revision Record of Issued Versions				
Author	Approved date	Committee	Version	Status
Berwick Academy	02/10/2013	Full Governing Body	1.0	Final Version
Berwick Academy	02/07/2016	Full Governing Body	1.1	No change
Changed by	Review Date			
Berwick Academy	13/02/2020	Full Board	1.2	Reference to 20 day response time added (page 2)