

The Bourne Academy Freedom of Information Policy



THE BOURNE ACADEMY

VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE: Ambitious, Self-confident, Physically Literate, Independent Learners, Resilient, Emotionally Literate

RATIONAL

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

PROCEDURES

Freedom of Information Act - Publication Scheme for The Bourne Academy

The Bourne Academy will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of The Bourne Academy, information will be provided on the Academy's website. Where it is impracticable to make information available on the website, or when an individual does not wish to access the information via the website, The Bourne Academy will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

Charges which may be made for Information published under this scheme

Charges made by The Bourne Academy for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying

- Postage and packaging
- Costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, and they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by The Bourne Academy that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Expiry Date

This publication scheme will remain current until further notice.

Complaints and Appeals Policy Home School Agreement Policy Child Protection Policy Other school policies	School website School website School website On request
The services we offer (Information: incl leaflets, guidance and newsletters) Extra-curricular activities ACE clubs School publications leaflets, booklets and newsletters	 Web or on request Web or on request Web or on request Web or on request