

Wistanstow School - Freedom of Information Policy

The governing body is responsible for the maintenance of this scheme. One of the aims of the Freedom of Information Act 2000 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
- 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 at <http://www.wistanstow.shropshire.sch.uk/index.htm> or is available in paper form from the school office. 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.

Categories of Information Published

The publication scheme guides you to information which we currently publish or will soon be publishing. This is split into categories of information known as 'classes'. 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
- Governors' Documents – information published by the governing body
- 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.
- Less formal information such as the weekly newsletter.

How To Request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail, fax or letter. Contact details are set out below, or you can visit our website at: <http://www.wistanstow.shropshire.sch.uk/index.htm>

Tel: 01588 674825

Contact Address: Wistanstow School, Wistanstow, Craven Arms, Shropshire, SY7 8DQ

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please). If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

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 café. Single copies of information covered by this publication are provided free unless stated otherwise in section 6 below. If your request involves:

- a large amount of photocopying or printing
- a significant postage charge for delivery
- providing 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.

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:

Head Teacher, Wistanstow School, Wistanstow, Craven Arms, Shropshire, SY7 8DQ.

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or Enquiry/Information Line: 01625 545 700

E-mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk