



LOCATION: SCHOOL HANDBOOK, SECTION I, DOCUMENT 5

## **FREEDOM OF INFORMATION POLICY**

### **Freedom of Information Publication Scheme (Appendix A) Related to information available under the Freedom of Information Act 2000**

**Date policy first adopted:** February 2005

**Date reviewed:** November 2025

**Reviewed By:** Vicky Aspin

**Date ratified by Governing Body:** November 2025

**Date of next review:** Autumn 2027

The Governing Body is responsible for the maintenance of this scheme.

#### **1. Introduction**

Abbey Court School complies with the Freedom of Information Act 2000 (FOIA), which promotes openness and transparency in public authorities. This policy sets out how we will make information available and respond to requests.

We adopt the ICO Model Publication Scheme and maintain a Guide to Information detailing:

- Classes of information we publish.
- How information can be accessed.
- Any applicable charges.

Some of the information held by the school may not be made public, for example, personal or specifically confidential information exempted from publication. Abbey Court's Publication Scheme (Appendix A) conforms to the model scheme for schools approved by the Information Commissioner.

#### **2. Role and Responsibilities**

FOI Officer: The office manager is responsible for managing FOI requests.

All staff must forward any FOI or Environmental Information Regulations (EIR) requests immediately to the FOI Officer.

#### **3. Categories of Information Published**

The publication scheme follows the ICO model and is available:

- On our website: <https://www.abbeycourt.medway.sch.uk>
- In hard copy upon request (charges apply).

It is split into categories of information known as classes. These are described within the Publication Scheme in Appendix A.

#### **4. How to Request Information**

Requests must be:

- In writing (email, letter, or online form).
- Include the requester's name, address, and description of information sought.

Email: **office@abbeycourt.medway.sch.uk**

Tel: **01634 338220**

Contact Address: **Abbey Court School, Rede Court Road, Strood, Rochester, Kent ME2 3SP**

To help us process your request quickly, please clearly mark any correspondence **FOI REQUEST**.

Information requests can be sent to [freedom@medway.gov.uk](mailto:freedom@medway.gov.uk), who may respond on our behalf.

#### **5. Response Times**

We will respond within 20 school days or 60 working days, whichever is sooner.

Clock pauses if clarification or fee payment is required.

Extensions: Up to 20 additional working days for public interest considerations.

#### **6. Charges**

Photocopying: 5p per sheet.

Postage: Actual cost.

No charge for electronic copies, unless excessive.

#### **7. Exemptions**

Certain information may be withheld under FOIA exemptions (e.g., personal data, commercial sensitivity). Where exemptions apply, we will:

- Issue a refusal notice explaining the reasons.
- Apply the public interest test where relevant.

#### **8. Feedback, Internal Review and Complaints**

We welcome any comments or suggestions you may have about the Policy or the Publication Scheme. If you want to make any comments about the Publication Scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to **Abbey Court School, Rede Court Road, Strood, Rochester, Kent, ME2 3SP**.

If you are not satisfied with the response to a FOI;

- Request an internal review within 40 working days of our response.
- We aim to complete reviews within 20 working days (maximum 40).
- If you remain dissatisfied, contact the Information Commissioner's Office (ICO):

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Enquiry/Information Line: 0303 123 1113

Website: <https://ico.org.uk/>

## **9. Records Management**

We comply with the ICO's Section 46 Code of Practice for records management and maintain a disclosure log of FOI responses.

## **10. Data Protection**

This policy aligns with UK GDPR and Data Protection Act 2018. Personal data requests are handled under Subject Access Request procedures.

## Appendix A: Guide to Information

<b>Class of Information</b>	<b>How to Access</b>	<b>Charges</b>
<p><b>1. Who we are and what we do</b> Organisational information, locations and contacts, constitutional and legal governance.</p>	Website / Hard copy	5p per sheet for hard copy
<p><b>2. What we spend and how we spend it.</b> Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</p>	Website / Hard copy	5p per sheet for hard copy
<p><b>3. What our priorities are and how we are doing.</b> Strategy and performance information, plans, assessments, inspections and reviews.</p>	Website / Hard copy	5p per sheet for hard copy
<p><b>4. How we make decisions.</b> Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.</p>	Website / Hard copy	5p per sheet for hard copy
<p><b>5. Our policies and procedures.</b> Current written protocols for delivering our functions and responsibilities.</p>	Website / Hard copy	5p per sheet for hard copy
<p><b>6. Lists and registers.</b> Information held in registers required by law and other lists and registers relating to the functions of the authority.</p>	Website / Hard copy	5p per sheet for hard copy
<p><b>7. The services we offer.</b> Leaflets, guidance and newsletters produced for the public and businesses. Current information only.</p>	Website / Hard copy	5p per sheet for hard copy

Our website is: [www.abbeycourt.medway.sch.uk](http://www.abbeycourt.medway.sch.uk)

# Model publication scheme

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of 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.

## The method by which information published under this scheme will be made available

The authority 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 a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority 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
- the 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, 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 a public authority 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.