



Freedom of Information Policy

Review Period: 3 Yearly Status: Statutory Next review Date: Spring 2021

Introduction

Under the Freedom of Information Act 2000 (FOIA), all maintained schools should produce a Publication Scheme, setting out:

- the classes of information which they publish or intend to publish
- the format in which the information will be made available and
- 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 the publication scheme is available from the Sunnydown website or in paper form on request from the School. Some data (for example personal information) which Sunnydown holds may not be made public.

1) Aims of the School

Sunnydown's aim is to create a happy, caring and inclusive learning environment, designed to build self-esteem. It provides all members of the School community with the opportunity to achieve their full potential within a safe and secure environment, allowing them to move on to lead fulfilling lives. Sunnydown will do this by;

- fostering respect for one another, the School environment and the local community
- having high expectations of both behaviour and progress in all areas
- striving to ensure equal opportunity for everyone, regardless of gender, ethnic, cultural and financial backgrounds, beliefs and intellectual and physical ability
- using a variety of teaching methods to deliver the Curriculum
- allowing learners to engage in a range of practical and meaningful tasks which address different learning styles
- encouraging 'risk' taking and promoting independent learning, thereby allowing students to accept some responsibility for their own progress
- striving to develop positive home/school links and actively involving parents in Sunnydown's life and work
- liaising with the community as a whole
- taking all opportunities to help pupils develop positively

This policy indicates how the School pursues these aims.

2) Categories of information published

Sunnydown undertakes to make information available from the following areas:

- The School Website
- Parentmail
- Governing Body documents
- Policies which relate to students and to Sunnydown in general

3) How information may be requested

If parents or carers require a paper version of any of the documents within the Policy, they should contact the School by telephone, email, fax or letter as per the following:

Telephone: 01883 342281/346502

E-mail: office@sunnydown.surrey.sch.uk

Fax: 01883 341342

Address: Sunnydown School, 152 Whyteleafe Road, Caterham, Surrey, CR3 5ED

To assist the rapid processing of the request, please clearly mark any correspondence: **“FREEDOM OF INFORMATION PUBLICATION POLICY REQUEST”** (in upper case). If the information sought is not available via the Policy and it is not on the Sunnydown website, inquirers may still contact the School to ask if the information is available.

4) Paying for information

Single copies of information covered by this Policy are provided free unless stated otherwise in Section 5. If the request means that Sunnydown will have to do a considerable amount of photocopying or printing (20 or more pages) or pay a large postage charge, or it is for a priced item such as some printed publications or videos, the School will advise the cost before fulfilling the request.

5) Classes of Information Currently Published

Sunnydown Website– This section sets out the information as published in the School .

Class	Description
School Website	<ul style="list-style-type: none">● the name, address, and telephone number of the School, and the type of school● the names of the Headteacher and the Chairman of Governors● information on Sunnydown’s policy on admissions● a statement of the School's ethos and values● details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils

	<ul style="list-style-type: none"> ● information about the Sunnydown's policy on providing for students with special educational needs ● number of pupils on roll and rates of pupils' authorised and unauthorised absences ● National Curriculum assessment results for appropriate Key Stages, with national summary figures ● GCSE results in the School, locally and nationally ● General school activity
--	--

Information relating to the Governing Body - This section sets out information published in Governing Body documents. Some information might be confidential or otherwise exempt from the publication by law – The School cannot therefore publish this.

	<p>Description</p> <ul style="list-style-type: none"> ● The name of the School ● The category of the School ● The name of the Governing Body ● The manner in which the Governing Body is constituted ● The term of office of each category of governor if less than 4 years ● The name of anybody entitled to appoint any category of governor ● The date the instrument takes effect
	Agreed minutes of meetings of the governing body and its committees

Student, Curriculum and whole school Policies - This section gives access to information about policies which relate to pupils, the School Curriculum and whole school

Policies	Location
Statutory Policies	All statutory policies can be found on the school website under the “ABOUT US” tab, alternatively policies can be printed on request.
Non Statutory Policies	All non statutory policies can be found on the school website under the “ABOUT US” tab, alternatively policies can be printed on request.

Approved by the Governing Body

.....
Signed

.....
Date