



Chailey School

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT

December 2016

Approved by Full Governing Body:

14th December 2016

Chair of Governors:

A handwritten signature in black ink, appearing to read "Judith Myles".

Headteacher:

A handwritten signature in black ink, appearing to read "Helen Key".

Date of Next Review:

December 2017

Chailey School

CHAILEY SCHOOL Publication Scheme on information available under the Freedom of Information Act 2000

December 2016

Model Publication Scheme

This scheme follows the model approved by the Information Commissioner and sets out the classes of information which we 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.

1. Classes of information

Information that is available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information which **will not** be made available under this scheme includes:

- 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.

2. How to request information

Requested documents under this scheme will be delivered electronically where possible, but paper copies can be provided by contacting the school using the below contact details.

To enable us to process your request quickly, please mark all correspondence:

“FREEDOM OF INFORMATION REQUEST”

Documents can be translated under disability legislation into accessible formats where possible.

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 or you can visit our web site at www.chaileyschool.org

Email: office@chaileyschool.org

Tel: **01273 890407**

Fax: 01273 890893

Contact Address: **Mill Lane, South Chailey, East Sussex, BN8 4PU**

3. Charges

Documents contained in this scheme are free to view on the school website.

Single paper copies are also available free of charge to parents and prospective parents of the school.

4. Feedback and Complaints

We welcome any comments or suggestions you may have regarding this 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 please contact the Clerk to the Governors using the contact details above.

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.ico.gov.uk