



THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME POLICY

Is this policy statutory?	Yes
Review period	2 Years
Date of approval	May 2019

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 our priorities are 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

Where practicable, information covered by the publication scheme will be included on the school's website. Where information is not available on the website, request should be made, in writing, when its provision will be considered in accordance with the provisions of the freedom of Information Act.

Contact details for such requests are set out below:

Email:

school@bishopschester.co.uk

Address:

The Bishops' Blue Coat C of E High School
Vaughans Lane
Great Broughton
Chester
CH3 5XF

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

FREEDOM OF INFORMATION REQUEST (in CAPITALS please)

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

3. Charges

Documents contained on the school website are free to view on the school website

Other charges may be made to cover disbursements in accordance with the schedule of fees available on request from the Business Manager. 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 the provision of information.

4. Feedback

We welcome any comments or suggestions you may have regarding the scheme, please contact the governing body, using the contact details above.