



FREEDOM OF INFORMATION POLICY

Revised: Autumn 2020
Next revision: Autumn 2023

DEFINITIONS

The following terms shall have the following meanings for the purposes of this document:

the School means Clifton All Saints Academy
IEP(s) means Individual Education Plan(s)

INTRODUCTION

This is the School's Publication Scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for 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.

AIMS AND OBJECTIVES

Through its policies and procedures, the School aims to:

- Make information accessible to stakeholders.

CATEGORIES OF INFORMATION PUBLISHED

The publication scheme guides you to information which the School currently publish or which the School will publish in the future. This is split into categories of information known as 'classes'. The classes of information that the School undertake to make available are organised into four broad topic areas:

- School Prospectus – information published in the School prospectus.
- Governors' Documents – information published in the Governors' Annual Report and in other Governing Body documents.
- 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.

HOW TO REQUEST INFORMATION

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 the School website at www.cliftonallsaintsacademy.co.uk

Email: school@cliftonallsaintsacademy.co.uk
Tel: 01462 628444
Fax: 01462 628440
Contact Address: Church Street, Clifton, Beds SG17 5ES

If the information you are looking for is not available on the School website, you can still contact the School to ask if the School has it.

PAYING FOR INFORMATION

Information published on the School website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access the School website using a local library or an Internet café.

If your request means that the School has to do photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications, the School will let you know the cost before fulfilling your request.

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000	
AVAILABLE TO ALL	ONLY AVAILABLE TO PARENT OR GUARDIAN OF NAMED PUPIL
Newsletters Letters Curriculum Planning Risk assessments Parentmail Email Policies Governors' Annual Report Governor Information	Annual Pupil Reports IEP's Record of concern Behaviour logs Reading records