



## **This is Driffield School Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is the public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we public or intend to publish;*
- *The manner in which the information will be published*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 4 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

*School Website* – information published on the school website.

*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, usually on the school website

*School Policies and other information related to the school* – information about policies that relate to the school in general, usually on the school website

### **3. 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 our website at [www.driffieldschool.net](http://www.driffieldschool.net)

Email: [office@driffield.e-riding.sch.uk](mailto:office@driffield.e-riding.sch.uk)

Tel: 01377 253631

Fax: **01377 256922**

Contact Address: **Driffield School and Sixth Form, Manorfield Road, Driffield YO25 5HR**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

Requests for information will be dealt with within 20 days excluding school holidays.

Information published on our website is free, although you may incur costs from your internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications we will advise you of the cost before fulfilling your request.

### **Classes of Information Currently Published**

**School Information** – is available on the school website or paper copies can be supplied on request.

**Governor Information** – details of the school's Governing Body are available on the school website or by contacting the Headteacher's PA.

**School, Pupil and Curriculum Policies** –The policies are available on the school website or on request from the school.

### **4. Feedback and Complaints**

We welcome any comments or suggestions you may have about the 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 this should be addressed to The Headteacher, Manorfield Road, Driffield, YO25 5HR.

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](mailto:publications@ic-foi.demon.co.uk)**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**