



Freedom of Information Policy

Centre Academy East Anglia

To be reviewed annually. Next review date: January 2018

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Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Member of staff responsible: Principal

1. General Information

The Freedom of Information Act 2000 gives the public the right to know what information councils publish and to see copies of that information. The Act requires a public authority to produce a list of all its publications, known as a Publication Scheme. This scheme is divided into categories, known as classes. It must include an explanation of how you can get the information and if there is any charge for it. You have the right to request any information from the school, subject to certain clearly identified conditions and exclusions. Since January 1st 2005, when the Act came into force, you have also been able to request information that is not routinely published or included in our Publication Scheme. (see Appendix A) We will normally supply this information within 20 working days or tell you why not.

2. About Us

To access general information about the school please use our website which is regularly updated. Hard copies of information held on it are available from the school.

3. Complaints

If you have any comments or complaints about our approach to Freedom of Information please contact us:

E-mail: admin@centreacademy.net

Phone: 01449 736404

Post: Centre Academy East Anglia, Church Road, Brettenham, Ipswich, Suffolk, IP7 7QR

4. Fees

All information on our website can be viewed and used free of charge, subject to any stated copyright conditions that may apply. Where there are significant direct costs involved in providing the information you have requested, such as photocopies, photographs, recordings and postage costs, these costs will be passed on to you. The current schedule of charges is provided below.

Category	Charges (inclusive of VAT & subject to £25 Waiver for individuals, £10 for businesses)
Postal Charge	Actual Cost
Printing or copying Charges	
A4 copy (or smaller) Monochrome	15p per sheet of paper
A4 copy (or smaller) Colour	25p per sheet of paper
A3 copy Monochrome	30p per sheet of paper
A3 copy Colour	50p per sheet of paper
Costs for electronic data transfer	
Transfer of data	£25 per hour
CD	£1 each

These charges will be waived if the total comes to less than £5 for an individual or for a business or private company.

Furthermore, if your request will take more than approximately 4 hours' worth of effort to satisfy, we may also pass on our operation costs that may run in to hundreds of pounds. Most requests can be

refined to avoid incurring these additional charges. In certain cases other legislation allows us to charge for disclosing information. When this happens we will inform you at the time you make your request. All charges must be agreed and paid with the enquirer before any work begins.

5. Copyright and Intellectual Property Rights

Certain information may be subject to copyright or other restrictions of use. We advise you to check with us before reproducing or republishing any document or part of any document.

6. Retention Policy

Whilst a small percentage of documents are kept permanently, most are destroyed once their operational use expires.

7. Exemptions

We are committed to making as much information as possible available but some necessary exemptions from disclosure are allowed under Freedom of Information law. These include information you can get easily by other means, court records, most of the more sensitive personal information, information that has been provided to us in confidence and where there are legal prohibitions on disclosure.

There are other exemptions including where vexatious or repeated requests are received, where the information is intended for future publication, where it relates to legal proceedings or law enforcement, where someone's health or safety could be harmed, where information is subject to legal privilege, where commercial interests or the conduct of public affairs might be prejudiced and for communications with royalty. We may withhold this information if there is a clear public interest in doing so. In some cases, we cannot release the information until a specific date.

8. Personal Information

We will not usually give out information concerning or containing references to other individuals or third parties (other than those acting in a relevant professional capacity). However, the Freedom of Information Act does permit the release of certain personal information where this is judged to be in the public interest.

Signed:

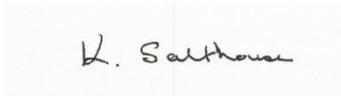


Date: 01/01/17

Principal and CEO

Dr Rollo

Signed:



Date: 01/01/17

Head of School

Mrs Salthouse