

# Clipston Endowed VC Primary School

## Access to Information Policy



## Access to Information Policy

**Be Kind ~ Be Your Best ~ Be Happy**

Presented to and approved by the Governing Body: October 2024

To be reviewed – Autumn 2025

Signed .....  
Mrs Sarah McElroy - Chair of Governors

# Clipston Primary School's Mission, Ethos and Aims

## Our Mission

Be Kind ~ Be Your Best ~ Be Happy

## Ethos

Recognising its historic foundation, Clipston Primary School seeks to serve its community by providing a rounded, connected and coherent education of the highest quality. We endeavour to preserve and develop our distinct religious character in accordance with the principles of the Church of England.

The school lives out its Christian virtues – Thankfulness, Kindness, Justice, Love, Forgiveness, Responsibility and Courage – and all those essential human values, which are common to good, kind and tolerant people of all faiths and none, through the experiences it offers to all its pupils.

## Aims

The school's aim, through its Christian ethos, is the creation of a safe, happy learning environment, which supports all children on their journey towards becoming:

- Successful engaged learners, who enjoy learning, who are knowledgeable and skilled, and who make progress and achieve their best;
- Confident, articulate individuals who can lead safe, healthy and fulfilling lives in the communities in which they live now and in the future;
- Responsible, happy citizens of the world who have the capacity to make positive contributions to society.

**“Do to others as you would have them do unto you” Luke 6:31**

To achieve these aims, staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

## The Policy

In an effort to promote openness to all interested parties, the school will endeavour to support all enquirers in their application for information held by the school. Should an enquirer be experiencing difficulties in the process, the school will endeavour to assist in order to fulfil the request.

- Simple requests for information such as viewing of easily accessible documents may be disclosed after a verbal application, this will be facilitated as soon as practicable. Where large photocopies of documents are requested, there may be a charge to cover costs at the discretion of the school.

- For more complex requests, e.g. multiple documents, archives, personal data etc. the application must be in writing and clearly describe the information requested for disclosure. If a request is made for a child's personal records, the school may require proof of parental responsibility (or equivalent) of that child before any disclosure is made.
- The sum of costs, if any, will be communicated to the enquirer and must be paid prior to the information being disclosed. Costs will include the photocopier costs and admin time.
- The school will endeavour to provide disclosure within twenty working days (excluding school holidays) of the request being received. (In some rare cases where information is required from multiple sources, the process may take longer.)
- Whilst the school is keen to promote openness and be of assistance to parents, staff, and members of the public in making information as freely available as possible, the schools and its governing body have a duty to maintain confidentiality and comply with the relevant data protection regulations. Before making any disclosures, the school must be satisfied that the information can be disclosed without infringing the general data protection regulations or other exclusions. The schools may reference [www.legislation.gov.uk](http://www.legislation.gov.uk) for information and may seek additional advice from the Local Authority's Legal Team and / or the school's General Data Protection Regulations (GDPR) advisor. If the requested information is subject to exclusion or cannot be disclosed for any other reason, the school will inform the enquirer as soon as possible.

-~~-~-