



Snowflake School

‘Improving the quality of family life’

Freedom of Information Policy

Contents

Introduction	2
Logging Requests Received	2
Aims and objectives	3
Categories of information published	3
How to request information	3
Paying for information	4
Classes of information currently published	4
Snowflake school Pupil and Curriculum Policies	4
School policies and other information related to the school	5
Information Governance and Confidentiality	6
Feedback and complaints	6
Review and Monitoring.....	6
Revision	7

Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. Snowflake School is an independent special school for pupils with autism and complex needs. As an independent school, it is not automatically classified as a public authority under the Freedom of Information Act 2000. However, the school voluntarily adopts the principles of transparency, accountability, and openness in line with best practice, Ofsted expectations, Independent School Standards (ISS), and guidance from the Information Commissioner's Office (ICO).

Snowflake School is committed to transparency in its dealings with the public and fully embraces the aims of openness and appropriate information sharing.

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

- The classes of information which we publish or intend to publish
- The way the information will be published
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information to be published in the future. All information in our publication scheme is available via the school website wherever appropriate.

Information will only be gathered and stored for specified purposes. Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

This policy operates alongside:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy Notice
- Records Retention Policy
- Safeguarding and Confidentiality policies

Some information held by the school cannot be made public, particularly:

- Personal data
- Safeguarding records
- Sensitive pupil information
- Third-party confidential information

Such information will be managed in accordance with UK GDPR and safeguarding legislation.

Logging Requests Received

The school will keep a record of all requests received for monitoring and governance purposes, noting:

- the date the request was received,
- name and contact details of the person or organisation making the request,

- Nature of the request
- the date the request was fulfilled or refused,
- Reason for refusal (where applicable)

Requests for personal data will be treated as Subject Access Requests (SARs) under UK GDPR and processed within one calendar month, in accordance with statutory requirements.

Aims and objectives

Snowflake School aims to:

- Enable every child to fulfil their learning potential through education that meets their EHCP and individual needs
- Support pupils with autism and associated needs to develop communication, independence and life skills
- Promote transparency and effective communication with parents, carers, local authorities and commissioners

As a specialist autism provision, the school will provide information in accessible formats where reasonably required, including simplified language, visual formats, or alternative communication methods to support neurodivergent stakeholders.

Categories of information published

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

- Parent Handbook
- Pupils & Curriculum
- School Policies and governance information
- Statutory and inspection-related information

In line with the Independent School Standards (Part 6) and Department for Education (DfE) guidance, the school will ensure key statutory information is available to parents, carers and commissioners via the website where appropriate. The school ensures all information required under Schedule 1 of the Independent School Standards Regulations is available to parents, carers and commissioners on request and via the website.

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, or letter.

The contact details for this are below:

School telephone: +44 (0)20 7370 3232

Email: info@snowflakeschool.org.uk

Website: www.SnowflakeSchool.org.uk

If the information requested is not already published, the school will:

- Acknowledge the request within 5 working days
- Respond within a reasonable timeframe
- Provide information where legally and ethically appropriate

Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have the internet, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication scheme are normally provided free unless excessive printing, copying or postage costs are incurred. Any applicable charges will be communicated in advance.

Classes of information currently published

- **Parent Handbook**
- **Admissions Information**
- **Curriculum Policy**
- **SEND Policy**
- **Accessibility Plan**
- **Safeguarding and Child Protection Policy**
- **Behaviour Policy**
- **Health and Safety Policy**
- **Complaints Procedure**
- **Ofsted inspection reports and post-inspection action plans**
- **Term dates and session times**

Snowflake school Pupil and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum:

Curriculum Policy

This includes a statement on following the policy for the curriculum subjects, schemes of work and syllabuses currently used by the school.

Sex & Relationship Education Policy

This includes a Statement of policy regarding Sex and relationship education

Special Education Needs & Disabilities Policy

This includes Information about the school's policy on providing for pupils with Special educational needs and disabilities (SEND)

Accessibility Plan

Information about how the school addresses the statutory requirements of the Equality Act 2010 and the Special Educational Needs and Disabilities (SEND) Code of Practice of September 2014.

Equal Opportunities Policy

Information on how the school has due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between groups.

Child Protection & Safeguarding Policy

Statement of policy for safeguarding and promoting welfare of pupils at the school

Behaviour Policy

Statement of general principles on behaviour and discipline and of measures taken by the Head teacher to prevent bullying.

School policies and other information related to the school

This section gives access to information about policies that relate to the school in general:

- Published reports of Ofsted referring to the school.
- Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
- Post-Ofsted inspection action plan.
- A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education (where the school is designated as having a religious character)
- Charging and Remissions Policies.
- A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition or trips
- School session times and term dates.
- Details of school terms and holidays
- Health and Safety Policy and risk assessment.
- Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
- Statement of procedures for dealing with complaints
- Information regarding Performance Management of Staff.
- Statement of procedures adopted by the trustees relating to the performance management of staff and the Headteachers' annual report on the effectiveness of appraisal procedures
- Statement regarding Staff Conduct, Discipline and Grievance.

- Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek for grievance
- Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education (DfE) to the Head Teacher.

Information Governance and Confidentiality

The Headteacher, Proprietor/Board of Trustees, and Data Protection Lead share responsibility for ensuring compliance with information governance, transparency, and data protection legislation.

The Data Protection Lead (DPL) is the designated point of contact for all data protection, Subject Access Requests (SARs), and information governance matters. Contact details for the DPL are available via the school office and Privacy Notice.

Where information is disclosed in response to requests, the school will ensure that personal data and third-party confidential information are appropriately redacted in accordance with UK GDPR, the Data Protection Act 2018, and safeguarding obligations.

The school will refuse or partially disclose information where disclosure would breach data protection law, safeguarding duties, or the rights and freedoms of others.

Information will only be gathered and stored for specified, lawful purposes and retained in accordance with the school's Records Retention Schedule.

Feedback and complaints

Snowflake school welcomes any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then this should be addressed to the Head Teacher at Snowflake School, 10-14 Crown Street, London W3 8SB or via email.

If you are not satisfied with the assistance that you receive or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made and the complaint relates to personal data, then this should be addressed to the Information Commissioner's Office under UK GDPR. The Information Commissioner's Office (ICO) is the UK's independent authority for upholding information rights and data protection law.

Review and Monitoring

This policy will be reviewed every two years or sooner if:

- Legislation changes
- ICO guidance is updated
- Ofsted/ISI inspection feedback requires amendment

Revision

Version Update	March 2026
Review due	March 2028
Reviewed By	Sumen Starr
Approved by Board of Trustees on	March 2026