



Newnham St Peter's Church of England Primary School and Pre-School

Freedom of Information Policy and Publication Scheme

To read in conjunction with our:

Data Protection Policy
E-Safety and Acceptable Use Policy

Reference to school in this policy includes the Pre-School unless otherwise stated

Contents

Section		Page
1	Introduction and Aims	1
2	Data Gathering and Storage	2
3	Dealing with Requests for Information	2
4	Applying Exemptions	3
5	Logging Requests Received	3
Appendix One	Publication Scheme	5

1 Introduction and Aims

- 1.1 The school will comply with the terms of the Freedom of Information Act 2000 and any other relevant legislation to ensure requests for access to information held by the school are treated in a manner that is fair and lawful.
- 1.2
- 1.3 The school will follow information and guidance displayed on the Information Commissioner's website: <https://ico.org.uk/>

- 1.4 As a Church of England School we identify Christian values that underpin the whole of our community. These values inform our school's vision, aims and ethos, the design of our curriculum, all policies, planning and the school's management and governance. The values that relate particularly to this Policy are honesty and trust,

2 Data Gathering and Storage

- 2.1 Information will only be gathered and stored for specified purposes.
- 2.2 In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.
- 2.3 The school's retention policies will be based on the guidance in the Information and Records Management Society's Records Management tool-kit for schools and will be reviewed regularly in line with any updates to this tool-kit.
- 2.4 Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

3 Dealing with Requests for Information

- 3.1 The school will adopt and publish a publication scheme, as recommended by the DfE, and approved by school governors. See Appendix One
- 3.2 Theoretically any request for information is a request under the Freedom of Information Act, however this school has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service provided will be recorded as Freedom of Information requests.
- 3.3 The school will assist applicants in making their request to have access to information held by the school.
- 3.4 Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g. school, council, hospital).
- 3.5 The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.
- 3.6 The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information will still be dealt with in compliance with the 20 working day deadline, whether they are recorded as Freedom of

Information requests or not.

- 3.7 If a response will take longer than 10 working days to respond an acknowledgement will be sent to the person making the request, informing them when the information will be supplied. We recognise this does to allow the school to exceed the overall 20 working day deadline.
- 3.8 The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by government statute. If the estimated cost of complying with the request does not exceed this amount the school is not entitled to make a charge for fulfilling the request.
- 3.9 The School Business Manager will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database.
- 3.10 Persons requesting data will be supplied with a copy of our complaints procedure upon request. Any complaints regarding Freedom of Information requests must firstly be addressed by the school. If, once we have had opportunity to reconsider our decision, we believe the initial response was correct the applicant shall be entitled to take the matter to the Information Commissioner's Office and, ultimately, to an Information Tribunal.
- 3.11 Copies of data supplied will be retained for two years from the date it was put into the public domain.

4 Applying Exemptions

- 4.1 A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.
- 4.2 The decision to apply absolute exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher.
- 4.3 The decision to apply qualified exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher. Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.
- 4.4 Advice will be sought from Gloucestershire County Council or Legal Services if there is any doubt as to whether information should be disclosed.

5 Logging Requests Received

- 5.1 The school will keep a record of all requests received for monitoring purposes, noting:
 - a) the date the request was received,

- b) name and contact details of the person or organisation making the request,
- c) the date the request was fulfilled or refused,
- d) the reason for any exemption being applied,
- e) the reason for any failure to meet the 20 day deadline.

Signed.....Headteacher

SignedChair of Governors

Appendix One

Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

6 Introduction and Aims

- 6.1 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.
- 6.2 To do this we must produce a publication scheme, setting out:
- The classes of information which we publish or intend to publish;
 - The manner in which the information will be published; and
 - Whether the information is available free of charge or on payment.
- 6.3 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off or available in paper form.
- 6.4 Some information which we hold may not be made public, for example personal information.
- 6.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.
- 6.6 This publication scheme is a means of showing how we are pursuing these aims

7 Categories of Information Published

- 7.1 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 a later section of this scheme.
- 7.2 The classes of information that we undertake to make available are organised into five broad topic areas:
- School Handbook – information published in the school handbook.

- School Prospectus – information published in the school prospectus.
- Governors' Documents – information published in 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.

8 How to Request Information

- 8.1** If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below (or you can visit our website at: <http://www.newnhamstpetersschool.org.uk/>)

Email: admin@newnham-st-peter.gloucs.sch.uk

Tel: 01594 516208

Contact Address:

Newnham St Peter Church of England Primary School
Station Road
Newnham
Gloucestershire
GL14 1AT

- 8.2** To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST” (in CAPITALS please).

- 8.3** 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.

9 Paying for information

- 9.1** Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an internet café
- 9.2** Single copies of information covered by this publication are provided free to parents if requested.

10 Classes of Information Currently Published

10.1 School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist • access to the school by pupils with disabilities; the accessibility plan • covering future policies for increasing access by those with disabilities to the school

10.2 School Profile and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Profile	<p>The contents of the School Profile are as follows: list information included in the school profile e.g.</p> <ul style="list-style-type: none"> • performance data • summary of Ofsted report • school's intentions for the future, etc.
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing board • The manner in which the governing body is constituted <p>The term of office of each category of governor if less than 4 years</p> <ul style="list-style-type: none"> • The name of any body or organisation entitled to appoint any category of governor • The religious character of the school and a description of the ethos • The date the instrument takes effect

Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]
---	--

10.3 Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum. All our policies are on the school website and can be freely accessed at any time.

Class	Description
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Relationship and Sex Education Policy	Statement of policy with regard to relationship and sex education .
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

10.4. School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and inspection reports of religious education.
Ofsted inspection Self-Evaluation Form	A statement of the governing body's evaluation of the school's performance.
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, trips
School session times and term dates	Details of school session and dates 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
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing board relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy	statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure	The school's plan for the implementation of any changes to its staffing

Implementation Plan	structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions

11. Feedback and Complaints

11.1 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. 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, SK95AF

or

Enquiry/Information Line: 01625 545 700

E-mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk