



FREEDOM OF INFORMATION POLICY (Statutory)

Date of Policy Issue/Review	Reviewed by Governors Resources Committee at their meeting 4 th March 2019
Policy approved/date	By FGB at their meeting on 18 th March 2019
Signature of Governing Body	
Next review	March 2020

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 that 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 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.

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. 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. Aims and Objectives

The school aims to:

- Realise the potential of children of all abilities
- Offer a varied and stimulating curriculum to all our pupils,
- enable every child to fulfil their learning potential,
- help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

3. 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 6 of this scheme.

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

- ***Governors' Documents*** – information published on the school website and in other 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.

4. 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.newlandsprimary.net**

Email: enquiries@newlands.hants.sch.uk

Tel: 01252 871188

Fax: 01252 876581

Contact Address: Newlands Primary School, Dungells Lane, Yateley, Hampshire GU46 6EY

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

All requests for information must be specific in their content, listing the documents required within this scheme.

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.

The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.

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 should still be dealt with in compliance with the 20 day deadline, whether they are recorded as Freedom of Information requests or not.

If a response will take longer than 10 working days to respond an acknowledgement should be sent to the person making the request, informing them when the information will be supplied. This acknowledgement does to allow the school to exceed the overall 20 day deadline.

A senior member of staff will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database.

5. Applying Exemptions

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.

The decision to apply absolute exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher.

The decision to apply qualified exemptions should not be taken by individual members of staff but should be made 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 should 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.

Advice should be sought from HCC Legal Services if there is any doubt as to whether information should be disclosed.

6. 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 Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free where their publication is necessary for information purposes, however further copies are chargeable under the terms of this policy. 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 or videos we will let you know the cost before fulfilling your request.

Photocopies are charged at £1.00 per sheet with a minimum charge of £5.00.
The maximum charge for providing information under the terms of this policy is £450.00 as per the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

7. Classes of Information Currently Published

Information relating to the governing body– this section sets out information published on the school website and in other governing body documents.

Class	Description
Governing Body documents	<p>The statutory information provided to parents is as follows:</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and contact address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses – if applicable • a description of the school’s arrangements for security of pupil’s staff and the premises • 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 • a statement of policy on whole staff development identifying how teachers’ professional development impacts on teaching and learning • number of pupils on roll and rates of pupils’ authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees (current and last academic year)</p> <p><i>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this</i></p>

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

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
Sex & Relationships Education Policy **	Statement of policy with regard to sex and relationship 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.
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 (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.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection
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**	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 body 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
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
Appendix A – other documents	Appendix A provides a list of other documents that are held by the school, some are published on the school website, and are available on request

**** Information available on our website. Our website is at www.newlandsprimary.net**

8. Providing Information:

Responses to any request will be provided to the requestor in accordance with the schedule set out within Freedom of Information Act in a format set out by the act and at the discretion of the school.

9. 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 in the first instance to the Headteacher or the Chair of Governors at the school address.

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

Enquiry/Information Line: 01625 545 700

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

Website : www.informationcommissioner.gov.uk

Reference information: http://ico.org.uk/for_the_public/official_information

NEWLANDS PRIMARY SCHOOL
Freedom of Information Publication Scheme
Appendix A – Further documents held by the school

CHECK WITH CURRENT POLICY SCHEDULE

Name of Document	Description
Admission Policy **	The admissions process for the current and next academic year
Aims of the School <i>(published on the website)</i>	The schools aims for children, staff and parents
Teaching Policy	A statement of our beliefs which informs the practise of the teaching team
Vision Statements <i>(published on the website)</i>	A statement of beliefs for all curriculum areas
Marking Policy	A statement of procedures for marking of children’s work
Homework Policy **	A statement of policy for homework
Policy for Personal, Social and Health Education and Citizenship**	How the school aims to develop personal and social skills of each child and citizenship
Policy for Attendance and Punctuality **	Principles and practise relating to attendance and punctuality
Assessment, Recording and reporting policy**	Purposes of and procedures for assessment
Employee use of e-mail/Internet	Rules and procedures regarding the use of e-mail and Internet by school staff
Equal Opportunities Policy	