



## Freedom of information Policy and Scheme

### Background

St Paul's CE Primary School is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

### Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act. It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Act 1998. Requests for access to such information will be governed in line with the requirements of this legislation.

### Dealing with Requests

St Paul's CE Primary School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest. However, St Paul's CE Primary School is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. St Paul's CE Primary School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test. Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450). School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

### Adopting and Maintaining Publication Schemes

St Paul's CE Primary School has adopted a Publication Scheme (see below) in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

## **Relationship with the Data Protection Act 1998**

St Paul's CE Primary School is under a legal duty to protect personal data under the Data Protection Act 1998. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils.

## **Responsibilities**

St Paul's CE Primary School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records, management policies and procedures as appropriate to their post.

## **Contact Details**

For advice and assistance please contact the Head Teacher.

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **Publication Scheme**

Below is St Paul's CE Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

### **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 on our website to download and print off or is 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.

### **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'. The classes of information that we undertake to make available are organised into four broad topic areas:

- School Information – general information published about the school on our website.
- Information relating to the governing body – information published on the school website and in other governing body documents.
- Curriculum – information about the school curriculum published on the school website.
- School Policies– information about policies that relate to the school either published on the website or held in paper form.

### **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.

### **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.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. Where the cost of information is greater than £450 the school will not provide the information requested.

### **Typical charges**

£25 per hour for searching/clerical work

Photocopying 5p per A4 sheet

### **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 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, SK9 5AF**

or

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

## Publication Scheme

Class	Description	Availability
<b>General School information</b>	<p><b>This section sets out general information published about the school including:</b></p> <ul style="list-style-type: none"> <li>The name, address and telephone number of the school</li> <li>The type of school</li> <li>The name of the head teacher</li> <li>A statement of the school's ethos and values</li> <li>The schools mission statement</li> <li>Details of our affiliations with the St Paul's Church</li> <li>Our school development plan for the current academic year</li> <li>Admissions information</li> <li>SEND information</li> <li>Uniform details</li> <li>Timetables</li> <li>Term dates</li> <li>Clubs</li> <li>School Meals information</li> <li>PFA information</li> <li>Performance and results tables</li> <li>Ofsted reports</li> <li>SIAMS reports</li> <li>Pupil premium statements</li> <li>PE + Sports Grant statements</li> <li>Safeguarding information</li> <li>E-Safety information</li> <li>Attendance information</li> <li>Staff list</li> </ul>	<p>Web site</p>
<b>Governing Body Information</b>	<p><b>This section sets out information relating to the governing body including:</b></p> <ul style="list-style-type: none"> <li>Who's who on the governing body and the basis of their appointment</li> <li>Contact details for the governing body</li>   <li>Instrument of Governance</li> <li>School Financial Value Statement</li> <li>Governor visits policy</li> <li>Governor action plan</li> <li>Agreed minutes of meetings of the governing body and its committees (Finance committee)</li> <li>(N.B. Some information might be confidential or otherwise exempt from publication by law.)</li> </ul>	<p>Website</p> <p>Hard copy</p>
<b>Curriculum Information</b>	<p><b>This section sets out information about the school's curriculum including:</b></p> <ul style="list-style-type: none"> <li>A long term plan for the current academic year</li> <li>A subject specific curriculum for each year group</li> <li>Information about our phonics scheme</li> <li>Information about our reading scheme</li> <li>Information about the British values we teach</li> </ul>	<p>Web site</p>

