

Sutton Benger C of E Aided Primary School



Freedom of Information Publication Scheme Policy (January 2017)

Document Title	Freedom of Information Publication Scheme Policy
Lead Officer	Headteacher & Chair of Value for Money Committee
Approving Body	Value for Money Committee
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Indicate whether the document is for public access or restricted to internal use only	Public Access – pdf version to be uploaded to school website.
Summary / Description	This document outlines how the school will respond to request from individuals for access to information held about them and the schools policy and procedure for the release and publication of private data and public records. The governing body, via the Value for Money Committee is responsible for maintenance of this scheme.

1. Statement of objectives

Sutton Benger Primary School supports the Freedom of Information Act 2000 ('FOIA') and its objectives of openness and accountability in the public sector. The purpose of this policy is to assist employees in meeting the requirements of the Freedom of Information Act.

2. The strategic intents of Sutton Benger Primary School are:

- Encourage every child to allow the school Christian values to become embedded in their self as they grow and flourish and that they receive the lifelong gift of prayer.
- To strive for outstanding in all aspects of our School practices.
- To ensure all children are assessed and tracked, and measures are in place to ensure they make at least expected progress in Reading, Writing and Mathematics.
- All teachers to share good practice teaching, to be considered as 'good' or 'outstanding' in their own practice.
- Teachers to ensure a differentiated inspiring creative curriculum that stretches all children to reach their full potential by becoming confident, self-motivated and independent learners.
- To ensure effective communication and purposeful leadership throughout the school, and allows achievement and maintenance of high standards, and that best practice is captured and shared throughout the whole school.
- To attract and retain the best staff to facilitate excellent learning.

These strategic intents are the foundation of our work and this publication scheme supports these intents.

3. Introduction: what a publication scheme is and why it has been developed

One of the aims of FOIA 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 either 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.

4. 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 Appendix D of this scheme.

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

- **School Prospectus** – information published in the school prospectus
- **Governors' Documents** – information published in the Governors Annual Report 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

5. The Right of Access

The Act gives any individual (or organisation) the right to request information held by the school. Provided the request is made in writing, the school must either confirm or deny whether or not information of the description sought is held. The school must also provide applicants with such advice and assistance as may be reasonable expected.

6. 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.suttonbenger.wilts.sch.uk

Email: **admin@suttonbenger.wilts.sch.uk**
Tel: **01249 720407**
Fax: **01249 720410**
Contact Address: **Sutton Benger C of E Aided Primary School, Chestnut Road,
Sutton Benger, Chippenham, Wiltshire, SN15 4RP**

To help us process your request quickly, please clearly mark any correspondence:

“FREEDOM OF INFORMATION REQUEST” (in CAPITALS please)

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.

7. Applicable Fees

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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 charged at £0.50 pence. 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 that a fee is to be charged before fulfilling your request. Payment may be requested prior to provision of the information. The school undertakes to inform the applicant of the likely cost within a reasonable time. Requests will be deemed to have expired after three months of notification of the charges if no payment is forthcoming.

8. Timescales

The school will endeavour to provide the information requested within the statutory time limit of 20 working days. Where a fee is required, the information will be provided within 20 working days of the receipt of the request (excluding any time period between the notification to the applicant of any fees and the receipt by the school of those fees). In the event that operational reasons make compliance with the 20 working day time limit impossible, the applicant will be contacted, offering them as much information as possible and giving a timeframe for the provision of the outstanding information.

9. The Provision of Information

The school will provide advice and assistance where appropriate. In complying with the legislation, the school may provide the information contained in its records in a different format to the one in which it is held. The school will provide information in different formats where this will increase access to the information provided that the costs of doing so are within reason.

10. Complaints and Appeals

Should access to information be refused, the applicant may appeal in accordance with the school's complaints policy. Applicants have a further right of appeal to the Information Commissioner. The school will work together with the Office of the Information Commissioner to resolve such appeals.

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,
Sutton Benger C of E Aided Primary School,
40 Chestnut Road,
Sutton Benger
Wiltshire, SN15 4RP**

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.

11. Applying the Exemptions

When responding to a request, the intention will always be to provide as much information as possible. Where either an absolute exemption (See Appendix B) or a qualified exemption (See Appendix C) apply, the school will endeavour to still provide as much information as possible, either through editing out the exempt information or suggesting alternative sources of information.

12. Vexatious or Repeated Requests

The school is not obliged to respond to vexatious or repeated requests. Requests that are judged to be vexatious or repetitive in nature will be answered by the Headteacher or chair of governors as deemed appropriate. Applicants have the right to appeal against such judgments through the school's complaints procedure.

Appendix A: Checklist for actions for receipt of request of information

- Decide whether the request is under the Data Protection Act ('DPA'), Environmental Information Regulations ('EIR') or Freedom of Information Act ('FOIA')
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether the third parties interest may be affected by the disclosure and if so, consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a Public Interest Test to decide if any qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of compiling the request will exceed the appropriate limit (around £500)
- If a request is made for a document that contains exempt personal information, ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated.

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**

Appendix B: Absolute exemptions

- It is reasonably accessible to the applicant by other means even if this involves payment; (Sect. 21)
- It is information supplied by, or relating to bodies dealing with security matters; (Sect.23)
- It constitutes court records; (Sect. 32)
- It is required for the purpose of avoiding an infringement of the privileges of either House of Parliament; (Sect. 34)
- Disclosure would prejudice the effective conduct of public affairs; (Sect. 36)
- It is personal data the disclosure of which would contravene the Data Protection Act; (Sect. 40)
- It was provided in confidence; (Sect. 41)
- Its disclosure is prohibited by any enactment, is incompatible with a community obligation, or would constitute contempt of court; (Sect 44)
- Information protected by absolute exemptions is not made available to applicants, and the school is not obliged to confirm or deny that such information is held.

Appendix C: Qualified exemptions

- It is intended for publication at a later date and can reasonably be withheld until publication; (Sect. 22)
- It is required for the purpose of safeguarding national security; (Sect. 24)
- Its disclosure would prejudice the defence of the realm; (Sect. 26)
- Its disclosure would prejudice international relations; (Sect. 27)
- Its disclosure would prejudice relations between the administration of the UK and any other such administration; (Sect. 28)
- Its disclosure would prejudice the economic interests or financial interest of the UK, or any administration in the UK; (Sect. 29)
- It is information held for criminal investigations or proceedings; (Sect. 30)
- It is information which has been used or was obtained to investigate, detect or prevent crime or other areas of law enforcement; (Sect. 31)
- It is some form of information held by a public authority for audit functions; (Sect. 33)
- It is data which relates to the formulation of government policy, ministerial communications, provision of advice by any of the Law Officers, or the operation of any
- Ministerial private office; (Sect. 35)
- Disclosure would prejudice the effective conduct of public affairs (excluding matters covered under the absolute exemption for this area); (Sect. 36)
- It is data which relates to communications with members of the Royal Family or
- Household, or the conferring of Crown honours or dignities; (Sect. 37)
- Disclosure would endanger an individual's physical or mental health or safety; (Sect. 38)
- It is environmental information covered by the Environmental Information Regulations (Sect. 39)
- It is personal data (concerning a third party) the disclosure of which would contravene the Data Protection Act; (Sect. 40) (The duty to confirm or deny does not apply to this information.)
- It is subject to legal professional privilege; (Sect. 42)
- Disclosure would be prejudicial to commercial interests; (Sect. 43)
- For qualified exemptions the school must confirm or deny that such information exists, even if a public interest test exempts such information, unless the statement confirmation/denial

Appendix D: Guide to the Classes of Information Currently Published under the model publication scheme

School Prospectus

This section sets out information published in the school prospectus.

Class 1	Description
School Prospectus (no charge – see school website)	<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"> • the name, address and telephone number of the school, and the type of school. • the names of the Headteacher and Chair of Governors. • information on the school policy on admissions. • a statement of the school's ethos and values. • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils. • information about the school's policy on providing for pupils with special educational needs. • number of pupils on roll and rates of pupils' authorised and unauthorised absences. • National Curriculum assessment results for appropriate Key Stages with national summary figures. • the arrangements for visits to the school by prospective parents/carers.

Governors' Annual Report and other information relating to the Governing Body

This section sets out information published in the Governors' Annual Report and in other Governing Body documents.

Class 2	Description
Governors' Annual Report (no charge – see school website)	<p>The statutory contents of the Governors' Annual Report to Parents are as follows (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> • details of the Governing Body membership, including name and 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 • a description of the school's arrangements for security of pupils 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 favorably 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 (no charge – see school website)	<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 any body entitled to appoint any category of Governor • details of any trust • if the school has a religious character, a description of the ethos • the date the instrument takes effect
Agenda's and Minutes of meetings of the Governing Body (no charge – see school website) Agenda's and Minutes of meetings of the Governing Body Committees (10p per page, plus postage)	Agreed agenda and minutes of meetings of the Governing Body and its committees (current and last full academic school year) – <i>n.b. this will exclude information that is properly regarded as private to the meetings.</i>

Pupils & Curriculum Policies

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

Class 3	Description
Home Learning Policy (10p per page, plus postage)	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 (10p per page, plus postage)	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 and Relationship Education Policy (10p per page, plus postage)	Statement of policy with regard to sex and relationship education
Special Education Needs Policy (10p per page, plus postage)	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan and Policy (10p per page, plus postage)	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 (10p per page, plus postage)	Statement of policy for promoting race equality
Collective Worship (10p per page, plus postage)	Statement of arrangements for the required daily act of collective worship
Safeguarding/Child Protection Policy (10p per page, plus postage)	Statement of policy for safeguarding and promoting welfare of pupils at the School
Positive Behaviour and Anti-Bullying (10p per page, plus postage)	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying. Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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 4	Description
Published reports of Ofsted referring expressly to the school (no charge – see school website)	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 (10p per page, plus postage)	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 (10p per page, plus postage)	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 (no charge – see school website)	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment (10p per page, plus postage)	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 and Vexatious procedure (10p per page, plus postage)	Statement of procedures for dealing with complaints
Appraisal Policy for Teaching Staff (10p per page, plus postage)	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures
Code of Conduct for Teaching and Support Staff (10p per page, plus postage)	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 (10p per page, plus postage)	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or Governing Body relating to the curriculum.
Extra-curricular activities (no charge – see school website)	Information about the extra-curricular activities we offer (current information ONLY).
School publications, leaflets and newsletters (no charge – see school website)	Copies of school publications, leaflets and newsletters (current information ONLY).
Data Protection Policy (10p per page, plus postage)	Records management and personal data policies, data protection (including information sharing policies).