



Woodford Green Primary School

Data Protection & Freedom of Information Act 2000 Policy

Date Created: October, 2016 (Autumn)

Author: SLT

Source: Waltham Forest

Last Review Date: Autumn 2016

Next Review Date: Autumn 2017

WOODFORD GREEN PRIMARY SCHOOL



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

Our motto at Woodford Green Primary School is

Work Grow Play Succeed

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.

In order to meet this aim, we have produced 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 receipt of 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 on request. 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:

- develop open and secure relationships which promote good communication and a shared understanding
- engage and challenge the whole child by developing a range of skills and abilities through a curriculum that offers a wide variety of experience
- develop a positive and strong work ethic to learning and encourage each individual to reach their full potential
- insist on high standards of behaviour and polite conduct respecting the needs of others
- promote individuals to take responsibility for their actions and to be aware that they are stewards of their environment
- provide a well-resourced and orderly learning environment where high standards of work and presentation are seen as models of excellence
- develop a committed school community which uses its full potential to work as a team for the common good in a supportive and positive manner.

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'.

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

- General information about the school, e.g. its staff, leadership and governance, information about the curriculum, school terms and events.
- Information about the school's performance, e.g. Ofsted report and results of SATs 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.

A detailed guide to the information available on the Freedom of Information website.

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 (school@woodfordgreen.waltham.sch.uk) or letter.

Contact Address: Woodford Green Primary School, Sunset Avenue, Woodford Green, Essex, IG8 0ST
Tel: 020 8504 1629

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME 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.

5. 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 significant amount of photocopying, printing, pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know any cost before fulfilling your request.

Information will be charged at the actual cost of providing it (i.e. the cost of photocopying, plus time of employee photocopying information, plus postage and any other actual costs incurred as a result of providing the requested information). If we need to charge for providing the information, we will require payment before we can provide the information.

6. Further information

For further information about the Freedom of Information act and your rights, please refer to the Information Commissioner's website: <http://www.ico.gov.uk>.

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>