

Freedom of Information Policy

Redwell Primary School

Agreed by Governors;

Date: March 2018 Chair of Governor.....



Redwell Primary School

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME AND INFORMATION DOCUMENT

One of the aims of the Freedom of Information Act 2000 is that public authorities, including maintained schools, should be clear and proactive about the information they will make public.

To do this, the School must publish a publication scheme, setting out:

- The classes of information we publish, or intend to publish
- The manner in which the information will be published
- Whether information is available free of charge or on payment

Redwell Primary School has adopted the model publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits the School to make information available to the public as part of its normal activities. The information covered is included in the classes of information mentioned below, where this information is held by the School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Redwell Primary School, as a public authority under the Act:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

The School will clearly indicate to the public what information is covered by this scheme (see below) and how it can be obtained.

Where it is within the capability of the School, information will be provided on the School's website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the School will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the School is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CLASSES OF INFORMATION

Who we are and what we do

- The name, address and telephone number of the school, and the type of school
- The name of the head teacher 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
- An overview of teaching, curriculum provision, community links and facilities
- Number of pupils on roll
- Details of the governing body membership

Information relating to the governing body

- A statement on the school's successes this year
- A statement identifying what we are trying to improve
- Information on how the school meets the needs of all their pupils
- Information about how the school works with parents and the wider community
- What pupils, parents and staff have told us about the school, and how the school has used this information
- National Curriculum assessment results for appropriate Key Stage 2, with national summary figure
- Agreed minutes of meetings of the governing body and its committees (Current and last academic year)
- School Development Plan

What we spend and how we spend it.

- Financial information relating to projected and actual income and expenditure
- Tendering
- Procurement and contracts

What our priorities are and how we are doing

- Strategy and performance information
- Plans
- Assessments
- Inspections and reviews

How we make decisions

- Policy proposals and decisions
- Decision making processes
- Internal criteria and procedures
- Consultations

Our policies and procedures

- Current written protocols for delivering our functions and responsibilities
- Current information about policies that relate to pupils and the school curriculum

Lists and registers

- Information held in registers required by law and other lists and registers relating to the functions of the School.

The services we offer

- Advice and guidance booklets and leaflets
- Transactions and media releases

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily accessible as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

- Charges made by the School for routinely published material will be justified and transparent and kept to a minimum.
- Material which is published and accessed on the School's website will be provided free of charge.
- Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursement incurred, such as:

- Photocopying

- Postage and packing
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

HOW TO REQUEST INFORMATION

If you require a paper copy of any of the documents covered by this publication scheme, please contact the school by telephone, email or letter. Contact details are set out below, or you can visit our website at Redwell Primary

Email: office@redwellprimary.co.uk

Tel: 01933676040

Contact address: Redwell Primary School, Barnwell Road, Wellingborough. NN8 5LQ
To help us process your request quickly, please mark any correspondence 'Publication Scheme Request'.