



Policy: Freedom of Information Policy

Lead: Headteacher

Mission Statement

By living the faith now, we reflect on centuries of Christian village life in Heysham. Jesus said 'Let your light shine before others.' Like Saint Peter, we will be the rock on which our children can build their lives with their light shining brightly as part of St. Peter's family.

1. Policy Statement

1.1 The Freedom of Information Act 2000 provides public access to information held by public authorities. This publication scheme commits St. Peter's CE Primary School to make information available to the public as part of the organisation's activities.

1.2 It does this in two ways:

- public authorities are obliged to publish certain information about their activities
- members of the public are entitled to request information from public authorities

1.3 St. Peter's is committed to being open and transparent. Our publication scheme can be found on the school website in the school policies section. We aim to publish as much information as possible on our website but if there is any other information that you require please email head@stpetersheysham.lancs.sch.uk or write to:

"PUBLICATION SCHEME REQUEST"

Headteacher

St. Peter's CE Primary School

School Road

Heysham

LA3 2RF

1.4 Please include your name, address and telephone number and your preferred method of response with your request. In order for us to consider your request it would be helpful if you could state why you are requesting the information.

1.5 All Freedom of Information Acts requests are managed by the Headteacher

1.6 Your request will be acknowledged upon receipt and you will be advised when you may expect the information from us. Please see our charging policy below for information requested. We will write to you if a charge is likely to be payable to ascertain if you would like to continue with your request. All requests will be responded to within the 20 day (school day) statutory time limit.

1.7 There may be times when requested information cannot be supplied. We will write to you if this applies to your request. You have the right to appeal the decision in writing in the first instance and your request will be reconsidered under our Complaints Policy process. Once your request has been through the above process you may also contact the Information Commissioner's Office if you think our decision is unreasonable www.ico.org.uk or write to:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF



2. Scope and purpose

2.1 We recognise our duty to:

- a. provide advice and assistance to anyone requesting information. We will help enquirers to put more complex requests into writing so that they can be handled
- b. inform enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with the procedures laid down
- c. ensure that all classified personal data, including electronic and paper copies, are held securely and transferred securely and only to authorised individuals or agencies

2.2 We accept that failure to comply may result in an investigation and/or fines from the Information Commissioner (ICO).

3. Procedures

3.1 Freedom of Information Act – deals with non-personal data held by a school.

a. Any person has a legal right to ask for access to information held. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

3.2 The information which the school routinely makes available to the public is included in the Freedom of Information Publication Scheme. Requests for other information should be dealt with in accordance with the guidance below. While the Act assumes openness, it recognises that certain information is classified. There are exemptions to protect this information.

4. What a publication scheme is and why it has been developed

4.1 This publication scheme commits St. Peter's to make information available to the public as part of its normal business activities. The information covered is included

4.2 The scheme commits St. Peter's:

- a. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- b. To specify the information held by the school and falls within the classifications below.
- c. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d. 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.
- e. To review and update on a regular basis the information the school makes available under this scheme.
- f. To produce a schedule of any fees charged for access to information which is made proactively available.
- g. To make this publication scheme available to the public.

5. The method by which information published under this scheme will be made available

5.1 St. Peter's will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

5.2 Where it is within the capability of the school, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to



access the information via the website, we will indicate how information can be obtained by other means and provide it by those means.

5.3 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.

5.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where there is a legal requirement to translate any information, we will do so

5.5 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.

6 Charges which may be made for information published under this scheme

6.1 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 us for routinely published material will be justified and transparent and kept to a minimum.

6.2 Material which is published and accessed on a website can be downloaded by the individual. If the individual wishes for these to be printed by school, then charges will occur as seen below. See appendix 2

6.3 Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

6.4 Charges may also be made for information provided under this scheme where they are legally authorised and justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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

7. Written requests

Information held by a public authority 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.

8. Review of the policy

This policy is reviewed annually by the school. We will monitor the application and outcomes of this policy to ensure it is working effectively.

9. Classes of Information

1. *School Prospectus* – information published in the school prospectus.
2. *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
3. *School Policies and other information related to the school* - information about policies that relate to the school in general



4. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
5. Strategy and performance information, plans, assessments, inspections and reviews.

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 available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows; (other items may be included in the prospectus at the school's discretion): The name, address and telephone number of the school, and the type of school The name of the Headteacher and the Chair of Governors Information on the school policy on admissions A statement of the school's ethos and values Details of religious education provided, and parents' right to withdraw their child from worship. Information about the school's policy on providing for pupils with SEN and / or disability. Pupil Premium information Sports premium information Number of pupils on roll and attendance figures Assessment results from the last year

School information relating to the governing body– this section sets out information published in governing body documents.

Class	Description
Instrument of Government	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 £
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) £

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this



Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum. Some of these are available on the school website to be downloaded.

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 Education Policy	Statement of policy with regard to sex and relationship education (available on school website)
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs (available on school website) (available on school website)
Accessibility Policy	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. (available on school website)
Single Equality Policy	Information about the school's policy on providing for children, staff, parents, governors and visitors to school regarding disabilities and promoting race equality (available on school website)
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship (available on school website)
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. (available on school website) (available on school website)
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. (available on school website)

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, where appropriate, inspection reports of religious education in those schools designated as having a religious character (available on school website)
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance. (available on school website)
Charging and Lettings Policies	A statement of the school's policy with respect to charges and lettings for any optional extra or board and lodging for which charges are permitted, for example school publications, trips £
School session times and term dates	Details of school session and dates of school terms and holidays (available on school website)
Health and Safety Policy and risk assessment	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 £

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this



Complaints procedure	Statement of procedures for dealing with complaints (available on school website)
Appraisal 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 £
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay. £
Admissions Policy	Statement of the school's policy on admissions (available on school website)
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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: Nicola Gomersall, Headteacher at the school.

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.

Published: October 2016 2019 minor amendments June 2020 updated	Next review June 2021	Statutory Policy	Lead: N. Gomersall, HT S. Neville, Data Protection Officer
Associated documents:			
<ul style="list-style-type: none"> • General data Protection policy • Privacy notices • Data collection sheet (sent annually to parents to confirm the information we hold) • Subject access requests 		<ul style="list-style-type: none"> • Records retention guidance • ICT acceptable use policy - staff and students • On-line safety policy • Whistleblowing policy 	
Links to:			
<ul style="list-style-type: none"> • Freedom of Information Act 2000 and guidance from the Information Commissioners Office https://ico.org.uk/for-organisations/guide-to-freedom-of-information/ • General Data Protection Regulation Information Commissioners Office 			



St. Peter's C. of E. Primary School
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Name of Document	Description
Mission Statement	Mission statement of the school
Attendance	Attendance of children
C.P.D	Professional development for staff
Care and control	Care and control of children
Code of conduct	Conduct of children in school – simple rules
Confidentiality	Confidentiality of staff and governors
Debt management	How we deal with school debts
Disposal of obsolete equipment	How we dispose of old equipment
Energy	How we monitor our energy usage
Health & Safety	All around school
Induction	How new staff and governors are inducted
Information for supply teachers	As in title
Lettings	Who and what we charge for letting parts of the school out
Monitoring	How we monitor areas of the curriculum
School Development	What the school's priorities are for the academic year
Teaching assistants	How teaching assistants are supported and their role
Visitor's policy	What is expected of visitors to our school
Whistleblowing	Who and how to bring professional concerns about school staff and governors up



Appendix B: Schedule of charges

Charges

These are the charges made by St. Peter's for copies of documents and other information under the Freedom of Information and Data Protection Regulations 2004:

Website – access to the website is free of charge unless otherwise specified

Email and attachments – free of charge unless otherwise specified

Website printouts – printouts from the school website or external websites are not provided

Copies by post of all information:

Photocopies A4 pages at 10p per page (single sided) black and white, 15p per page colour (single sided) A3 pages at 20p per page (single sided) black and white, 25p per page colour (single sided)

Accumulated charges under £5 will be free

Photocopies: information accessed in the school office can be viewed free of charge, photocopies can be made according to the scale charges above.

Postage for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.

Administration fees: charges can, in accordance with the relevant legislation, legally be made for administration where a request will take a significant amount of staff time. Such charges are calculated at £25 per hour with a maximum limit of £450. We are within our statutory rights to refuse to comply with a request where the cost to provide it will exceed 18 hours. Guidance will be given to the requester on how they could refine their request to make it less onerous. Alternatively, we may comply with the request for an extra charge which will be advised to you prior to starting the work. The fee will be payable in full before supplying the information.

These charges will be reviewed when the policy is reviewed. The policy will be reviewed annually.