



# **SPELLBROOK C of E PRIMARY SCHOOL (vc)**

*Learn together, Enjoy together, Succeed together*

## **FREEDOM OF INFORMATION & PUBLICATION SCHEME**

### **Part 1: Freedom of Information**

### **Part 2: Publication Scheme - Information available under the Freedom of Information Act 2000**

## **PART 1: FREEDOM OF INFORMATION**

Spellbrook C of E Primary School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

### **Legal Framework**

This policy reflects the following legislation;

- The Data Protection Act 1998
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (appropriate limited and fees) Regulations 2004

This policy reflects guidance, including, but not limited to;

- Information Commissioners Office 'Model Publication Scheme' 2016
- Information Commissioners Office 'Duty to provide advice and assistance (section 16) 2016
- Ministry of Justice ' Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000, 2009

This policy will be reviewed with;

- eSafety & Data Security Policy SAF-A-053-v

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000:

- Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme which is incorporated as a separate section to this document and available on our school website or from the school office.
- We will normally confirm within 5 working\* days whether or not we hold the information you request and, if we do, we will provide it within 20 working\* days. **\*Please note: Working days refers to term time only as contained in Statutory Instrument 3364.**
- Your request must be in writing (letter, email or fax) to ensure that we have a clear statement of what is requested.
- In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or visit their website for contact information [www.ico.org.uk](http://www.ico.org.uk)

Whilst we will provide most information free of charge, we may charge a fee for photocopying/ printing/ faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act.

If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information (20 working\* days) does not include the period between the issuing of the fees notice and the receipt of the payment.

**We may not be able to provide the information you request for any for the following reasons:**

- We do not hold the information
- We are applying an exemption to the disclosure

- It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).
- If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.
- The School will seek advice from the Local Authority's Information Governance Manager as necessary to clarify any points or to help resolve any disputes over information requests.

## **PART 2: PUBLICATION SCHEME - Information available under the Freedom of Information Act 2000**

### **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.

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 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.

### **2. Aims and Objectives - The school aims to:**

- enable every child to fulfil their learning potential, with education that meets the needs of each child
- help every child develop the skills, knowledge and personal qualities needed for life and work, and 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 contained in section 6 of this scheme.

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

- a) **Website** – information published to inform parents and prospective parents on school organisational matters and signposting to relevant help and advice.
- b) **Governors' Documents** – information published in the Governors Annual Report and in other governing body documents.
- c) **Curriculum** – information about policies that relate to pupils and the school curriculum.
- d) **School Policies and other information related to the school** - information about policies that relate to the school in general.

#### 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, fax or letter. Contact details are set out below.

Spellbrook C of E Primary School, London Road, Spellbrook, Bishops Stortford, Herts, CM23 4BA

Email: [head@spellbrook.herts.sch.uk](mailto:head@spellbrook.herts.sch.uk) Tel: 01279 723204 Fax: 01279 726508

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 not found on our website, please 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. Single copies of information covered by this publication are provided free unless stated otherwise in section 6.

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 the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, video or audio cassette;
- translating the information into a different language
- We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

#### 6. Classes of Information Currently Published

**a) Website** – information published to inform parents and prospective parents on school organisational matters and signposting to relevant help and advice.

- the name, address and telephone number of the school, and the type of school
- the names 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
- 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

**b) Governors' Documents** – information published in the Governors Annual Report and in other governing body documents.

This section sets out information published in the Governors' Annual Report and in other governing body documents. 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):

- details of the governing body and their category of membership, clearly identifying the chair, vice-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 and disabilities (SEND) and any changes to the policy during the last year
- Arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils (Article 8 of the 96 order refers).
- Description of the steps taken to implement special needs policies, in accordance with article 9 of the order.
- a description of the arrangements for the admission of pupils with disabilities;
- details of steps to prevent disabled pupils being treated less favourably 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
- details of schools involvement in Education for Mutual Understanding(EMU) NB: It is not a statutory requirement that the school is involved in EMU, but the school should state any involvement where applicable.

#### 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 anybody 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 of meeting of the governing body and its committees

Agreed minutes of meetings of the governing body and its committees in relation to meetings held.

### **c) Curriculum Policies**

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

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

Special Education Needs and Disability Policy - Information about the school's policy on providing for pupils with special educational needs

Equality & Diversity Policy - Statement of policy for promoting equality as per Section 75 of the 1998 NI Act. Incorporates Accessibility Plans - 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

Child Protection Policy - Statement of policy for safeguarding and promoting welfare of pupils at the school.

Behaviour for Learning Policy - Statement of general principles on behaviour

Anti-Bullying Policy -Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

#### **d) School Policies and other information related to the school**

This section gives access to information about policies that relate to the school in general.

Statutory Inspection of Anglican Schools (SIAMS) - Inspection reports of religious education in those schools designated as having a religious character. \_Published report referring expressly to the schools last inspection and the summary of the report and;

SIAMS inspection action plan - A plan setting out the actions required following the last SIAMS inspection following inspection of religious education where the school is designated as having a religious character

School Activities Charging and Remissions Policy - 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.

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

Complaints procedure - Statement of procedures for dealing with complaints

Performance Management 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

Employee's Code of Conduct - Statement of procedure for regulating conduct and discipline of school staff



Grievance Procedure for School Staff -Statement of procedure for school staff by which staff may seek redress for grievance

Curriculum circulars and statutory instruments - Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum

## **7. 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:

Spellbrook C of E Primary School, London Road, Spellbrook, Bishops Stortford, Herts CM23 4BA

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:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or visit their website for contact information [www.ico.org.uk](http://www.ico.org.uk)