



Glenfall Community Primary School

Freedom of Information & Publication Scheme

This policy should be read in conjunction with:

- Safeguarding Policy
- Anti-Bullying and Anti-Hate Policy
- Behaviour Policy
- Early Help Offer
- Disability Discrimination Act (Equal Opportunities)
- Pupil Premium Policy
- First Aid Policy

Policy review:

Staff reviewer	Glenfall Staff
Governor reviewer	Full Governing Body
Policy approval	Full Governing Body
Date approved	March 2023
Frequency of review	3 Years
Date of next review	March 2026

Document history:

Version	Issue date	Summary of changes
0.1	2/3/23	Transferred to new format Under Review

Freedom of Information Policy

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.

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. 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 the following topic areas:

- Pupils and 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.
- Records Management and personal data
- Equality and Diversity
- List and Registers
- Services we offer

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by email or letter. Contact details can be found by visiting our school website.

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.

As specified above, we ask that requests are made in writing. However, we may also respond to a verbal request if it is sufficiently clear and straightforward. It is at the staff member’s sole discretion to ask that a verbal request be put in writing if it is considered appropriate.

In order to be valid under the Act requests should be made in writing to the Headteacher. They must include the enquirer’s name and correspondence address and describe the information requested. Our school seeks to fulfill its duty to provide advice and support to anyone requesting information by the following process.

On receipt of a request the Headteacher will:

- Decide whether the request is a request under the Data Protection Act, Environmental Information Regulations or Freedom of Information
- 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 a third party’s interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- 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

In any case the Headteacher will respond to the enquirer within 15 school days of the request. It is presumed that most requests can be met fully and promptly.

4. 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 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.

5. Classes of Information Currently Published

Information available
Glenfall school's future plans – any major proposals on safeguarding and promoting the welfare of children.
Child Protection – policies and procedures on safeguarding and promoting the welfare of children.
Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.
Governing Body meeting agendas, papers and minutes – information that is properly considered to be private is excluded.
Our Policies and Procedures
Current written protocols, policies and procedures for delivery our services and responsibilities.
Current information only
School policies include:
<ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and Behaviour Policies • Pupil Premium Policy • Finance Policy
Pupil and curriculum policies, including:
<ul style="list-style-type: none"> • Home-school Agreement • Curriculum • Sex & Relationships • Special education needs • Accessibility • Behaviour and Discipline
Records management and personal data policies
<ul style="list-style-type: none"> • Data Protection Policy
Equality and diversity

<ul style="list-style-type: none"> • Equal Opportunities policy
<p>Lists and registers</p> <p>Currently maintained lists and registers only – some information may only be available for inspection.</p>
<p>Asset Register – available for inspection</p>
<p>The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p>
<p>Extra curricular activities</p>
<p>Out of school clubs</p>
<p>School publications</p>
<p>Leaflets, booklets and newsletters</p>

6. 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 Clerk to the Governors.

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: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website: www.informationcommissioner.gov.uk