

# Leominster Primary School

## Freedom of Information Policy



The school will comply with:

The terms of the Freedom of Information Act 2000, and any subsequent relevant legislation, to ensure all information held by the school is treated in a manner that is fair and lawful.

Information and guidance displayed on the Information Commissioner's website

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

This policy should be used in conjunction with the school's **Internet Use Policy** and **Data Protection Policy**.

### Data Gathering and Storage

Information will only be gathered and stored for specified purposes. In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily. Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

### Publication Scheme

The school will adopt and publish the appropriate model publication scheme, as recommended by the DFE, Information Commissioner, and approved by school governors.

### Dealing with Requests for Information

Theoretically any request for information is a request under the Freedom of Information Act, however the school has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service will be recorded as Freedom of Information requests. The school will assist applicants in making their request to have access to information held by the school. Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g. school, LA, hospital). The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.

The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information will be dealt with in compliance with the 20 day deadline, whether they are recorded as Freedom of Information requests or not.

If a response will take longer than 10 working days, an acknowledgement will be sent to the person making the request, informing them when the information will be supplied. This acknowledgement will not allow the school to exceed the overall 20 day deadline.

The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by the Department for Constitutional Affairs. If the estimated cost of complying with the request does not exceed this amount the school is not entitled to make a charge for fulfilling the request.

The Headteacher will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database.

Persons requesting data will be supplied with a copy of our complaints procedure.

Copies of data supplied will be retained for two years from the date it was put into the public domain.

## **Applying Exemptions**

The school will use the list of exemptions which can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the school.

The decision to apply absolute or qualified exemptions will not be taken by individual members of staff but will be made by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteachers.

Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information will be disclosed.

Advice will be sought from Herefordshire Council's Data Protection and Freedom of Information Manager or Legal Services if there is any doubt as to whether information should be disclosed.

## **Logging Requests Received**

The school will keep a record of all requests received for monitoring purposes, noting:

- a) the date the request was received,
- b) name and contact details of the person or organisation making the request,
- c) the date the request was fulfilled or refused,
- d) the reason for any exemption being applied,
- e) the reason for any failure to meet the 20 day deadline.

## Appendix 1

### **This is Leominster Primary School's Publication Scheme on information available under the Freedom of Information Act 2000**

*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 and academies, 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 either 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 known as 'classes'. These are contained in section 6 of this scheme.

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

1. *School Prospectus* – information published in the school prospectus.
2. *Governors' Documents* – information published in the other governing body documents.
3. *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
4. *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 or you can visit our website at:

[www.leominsterprimaryschool.co.uk](http://www.leominsterprimaryschool.co.uk)

Email: admin@lps.hereford.sch.uk  
Tel: 01568 616919

Contact Address: Leominster Primary School, Hereford Road, Leominster, Herefordshire, HR6 8JU

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". If the information you're looking for is not 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. 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.

## **6. Classes of Information Currently Published**

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

The 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 names of the Headteacher and Chair of governors
- information on the school policy on admissions
- a statement of the school's ethos and values
- details of any 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
- a summary of Key Stage results in the school and nationally
- the arrangements for visits to the school by prospective parents

### **Information relating to the governing body:**

- details of the governing body membership, including name and contact details for the 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 (SEN) and any changes to the policy during the last year
- 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
- the destinations of school leavers <sup>1</sup>
- a statement of the extent to which proposals in the post- inspection action plan have been carried into effect.

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

### **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
- 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, current and last full academic school year.

- Home – school agreement
- Pupils and Curriculum policies
- Religious education and Sex Education Policies
- Special Education Needs Policy.
- 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.
- Race Equality Statement
- Collective Worship Statement of arrangements for the required daily act of collective worship
- Safeguarding Policy - Statement of policy for safeguarding and promoting welfare of pupils at the school.

- Pupil Discipline Statement of general principles on behaviour and discipline

**School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.**

- Published reports of Ofsted referring expressly to the school
- Published report of the last inspection of the school and the summary of the report
- Post-Ofsted inspection action plan
- A plan setting out the actions required following the last Ofsted inspection
- Charging and Remissions Policies
- 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
- School session times and term dates
- Details of school session and dates of school terms and holidays
- Health and Safety Policy
- 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
- Performance Management of Staff policy
- Staff Conduct, Discipline and Grievance policies
- Curriculum circulars and statutory instruments
- Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Principal or governing body relating to the curriculum.
- Our website is [www.leominsterprimaryschool.co.uk](http://www.leominsterprimaryschool.co.uk)

## **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 the Headteacher.

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](mailto:publications@ic-foi.demon.co.uk).  
 Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Responsibility: Headteacher  
 Policy reviewed: June 2017

Next review: June 2019  
 Ratified by Governors 14<sup>th</sup> July 2017