

# **Poringland Primary School and Nursery**

## **Freedom of Information Policy (including Publication Scheme)**

**Date of Policy: Summer 2020**  
**Review Date: Summer 2023**

**Members of staff responsible: Senior Leadership Team**

## **Freedom of Information Policy**

<b>Name of school:</b>	Poringland Primary School and Nursery
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### **1. Policy Objectives**

1.1 Poringland Primary School and Nursery fully supports the objectives of The Freedom of Information Act (2000) and will take all necessary steps to ensure that its duty under the Act is observed and that all information collected and used by it is managed in line with the Act. We will ensure:

- A general right of access to recorded information we hold, subject to certain conditions and exemptions;
- That we adopt and maintain a Publication Scheme, in accordance with the Information Commissioner's guidance, which relates to the publication of certain types of information;
- That we provide access to all information described in our Publication Scheme which we will endeavour to keep as up to date as possible;
- That we will respond to written requests for information that are not covered by our Publication Scheme. We will inform applicants whether or not we hold the requested information, and if held we will supply it unless there is a justifiable reason or any of the Act's exemptions apply;
- That we provide adequate and relevant advice and assistance to applicants to aid them in their application;
- In circumstances where information is covered by an exemption, we will give consideration as to whether the information should be released;
- In cases where information is exempted from disclosure, except where an absolute exemption applies, we will:
- Inform the applicant whether we hold the information requested, unless a neither confirm nor deny response is required, and;
- Communicate that information to him or her, unless the public interest in maintaining the exemption in question outweighs the public interest in disclosure.

### **2. About This Policy**

- 2.1. This policy sets out how the school will respond to a request under the Freedom of Information Act 2000.
- 2.2. This policy applies to the information held by the School or held by other parties on behalf of the School that is governed by the Freedom of Information Act 2000 (the Act). To promote a culture of openness and accountability, and to comply with the Act, we have a responsibility to ensure that this information is either routinely made available or provided on request, unless there is a legitimate reason for withholding it.

### **3. The Freedom of Information Act**

3.1 The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
  - members of the public are entitled to request information from public authorities.
- 3.2 The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.
- 3.3 Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.
- 3.4 For a request to be dealt with according to the Freedom of Information Act, the requester must:
- contact the relevant authority directly;
  - make the request in writing, for example in a letter or an email. They can make a verbal or written request for environmental information;
  - give their real name; and
  - give an address to which the authority can reply. This can be a postal or email address.
- 3.5 A requester does not have to:
- mention the Freedom of Information Act or Environmental Information Regulations, although it may help to do so;
  - know whether the information is covered by the Freedom of Information Act or the Environmental Information Regulations; or say why they want the information.

#### **4. Freedom of Information Principles**

- 4.1 The main principle behind freedom of information legislation is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to. This means that:
- everybody has a right to access official information. Disclosure of information should be the default – in other words, information should be kept private only when there is a good reason and it is permitted by the Act;
  - an applicant (requester) does not need to give you a reason for wanting the information. On the contrary, you must justify refusing them information;
  - you must treat all requests for information equally, except under some circumstances relating to vexatious requests and personal data
  - The information someone can get under the Act should not be affected by who they are. You should treat all requesters equally, whether they are journalists, local residents, public authority employees, or foreign researchers; and
  - because you should treat all requesters equally, you should only disclose information under the Act if you would disclose it to anyone else who asked. In other words, you should consider any information you release under the Act as if it were being released to the world at large.

#### **5. Breach of Policy and Standards**

- 5.1 Disciplinary action may be taken in accordance with the School's disciplinary procedures against any employee who knowingly or recklessly:
- Alters, defaces, blocks, erases, destroys or conceals any record held by the School, with the intention of preventing the disclosure of all, or any part, of the information that has been requested as part of a Freedom of Information request;
  - Contravenes any instruction contained in, or following from, this Policy and Standards.
- 5.2 We expect that similar disciplinary procedures will be applied by any of our contractors which deal with the School's information and data on the School's behalf.

## **6. Complaints Procedure**

- 6.1 Where a request for information is refused for any reason, we will notify the applicant and give the reasons. For exemptions we will state which exemption has been claimed, and unless apparent, why that exemption applies, specifying the public interest factors (for and against disclosure) if applicable. We will not simply repeat the wording of the exemption unless the explanation would involve the disclosure of information which would itself be exempted information.
- 6.2 When communicating any decision made in relation to a request under the Act's general right of access, we will notify the applicant of their rights of complaint. A person dissatisfied with the way in which their request has been handled may ask for an internal review of the way in which their request was dealt with, and, if still dissatisfied, may apply directly to the Information Commissioner for a decision.

## **7. Publication of Information**

- 7.1. The organisation maintains and publishes a publication scheme on its website outlining classes of information that will be made routinely available, including policies and procedures.
- 7.2. Classes of information specified in the publication scheme will be made available quickly and easily on request.
- 7.3. The organisation will not publish any personal information, including photos, on its website without consent from the affected individual.
- 7.4. When uploading information to the organisation website, staff will be considerate of any metadata or deletions which could be accessed in documents and images on the site.

## **8. Changes to this Policy**

- 8.1 We may change this policy at any time. Where appropriate, we will notify data subjects of those changes.

## **Appendix A**

### **Publication Scheme**

#### **1. What is a Publication Scheme?**

One of the aims of the Freedom of Information Act 2000 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 to be published in the future. All information in our publication scheme is available in paper form.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The school's website contains links to information on the school and various documents mentioned in section 6.

#### **2. Aims and Objectives**

At Poringland Primary School and Nursery, our philosophy of education is concerned with the academic, personal and social development of the children in our care. As such, we aim for all children to:

- Achieve their full potential. Through high expectations of academic and behaviour abilities, targets will be set and reviewed annually and be discussed with parents and children termly.
- Have their efforts, as well as achievements, acknowledged and rewarded through the awarding of house points, Vision certificates, reward stickers and attendance certificates.
- Be educated for life, particularly in the skills of co-operation and competition, through events such as Sports Day, sporting competitions, house points and awarding of the House Cup.
- Have pride in themselves, our school and our community through wearing a uniform, presentation of our work, sharing assemblies and displays.
- Demonstrate consideration of others, creating a welcoming, happy and secure atmosphere in school, and supporting charity work.
- Develop self-discipline and take responsibility for actions and decisions.

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:

- *School Brochure* – information published in the school brochure.

- *Governors' Documents* – information published in governing body documents.
- *Pupils & 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.

#### **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 or letter. Contact details are set out below.

Tel: **01508 492530**

Email: **office@poringland.norfolk.sch.uk**

Contact Address: **Poringland Primary School and Nursery, The Footpath, Poringland, Norfolk. NR14 7RF**

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, you can still contact the school to ask if we have it.

#### **5. Paying for information**

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 in the description box.

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

A charge will be made for the postage of all documents.

School Brochure – **this section sets out information published in the school brochure.**

<b>Class</b>	<b>Description</b>
<b>School Brochure</b>	<p>The statutory contents of the school brochure are as follows, (other items may be included in the brochure at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school;</li> <li>• the names of the head teacher and chair of governors;</li> <li>• information on the school policy on admissions;</li> <li>• a statement of the school's ethos and values;</li> <li>• 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;</li> <li>• information about the school's policy on providing for pupils with special educational needs;</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences;</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures (where appropriate);</li> <li>• arrangements for visits to the school by prospective parents.</li> </ul>

Information relating to the governing body – **this section sets out information published in other governing body documents.**

<b>Class</b>	<b>Description</b>
<b>School Profile</b>	<p>The statutory contents of the school profile are as follows,</p> <ul style="list-style-type: none"> <li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEND) and any changes to the policy during the last year;</li> <li>• 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.</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school;</li> <li>• The category of the school;</li> <li>• The name of the governing body;</li> <li>• The manner in which the governing body is constituted;</li> <li>• The term of office of each category of governor if less than 4 years;</li> <li>• The name of any body entitled to appoint any category of governor;</li> <li>• Details of any trust;</li> <li>• A description of the religious character;</li> <li>• The date the instrument takes effect.</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the</b>	<p>Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]</p>

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

<b>governing body and its committees</b>	
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Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils and the school curriculum.**

<b>Class</b>	<b>Description</b>
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 Policies	Statement on National 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 Relationships Education
Attendance Policy	Statement of policy regarding pupil attendance
Staff Code of Conduct Policy	Statement of policy on how staff should conduct themselves within school
Special Education Needs and Disability Policy	Information about the school's policy on providing for pupils with special educational needs and/or disabilities
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 Policy	Statement of policy for preventing racist incidents and details of how racist incidents are dealt with.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Marking and Feedback Policy	Statement of policy on how teachers should mark pupils’ work.
Behaviour Management	Statement of general principles on behaviour and discipline
Anti-bullying	Statement of the general principles on the procedures to be followed when bullying occurs



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

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report, and where appropriate, inspection reports of religious education in those schools designated as having a religious character. The summary is available free of charge but we may need to charge for post and packing. A charge for the full report will be made to cover printing and postage. Please contact the school for the current pricing.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and, where appropriate, an action plan following inspection of religious education.
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 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. The information on individual's appraisal is confidential between the Headteacher and that staff member.
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.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum.
School Development and Improvement Plan	A document which explains the long term (3 year) and short term (1 year) priorities for the school in terms of curriculum, Buildings, Health and Safety and other issues.  A charge for the SDIP will be made to cover printing and postage. Please contact the school for the current pricing.