

NEWPORT INFANT SCHOOL

Freedom of Information Policy

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**This is Newport Infant School 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, 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:

School Prospectus - information published in the school prospectus.

Governors' Documents - information published in the *Governors Annual Report* and in other 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 you can visit our website at newportinfantschool.taw.or.uk in the first instance; you are able to print required copies from this site.

If the site does not have the papers you require you can make a request for them under the FOIA. Such requests must be made in writing (includes E mail) to the school and should include the enquirers name and correspondence address; in addition the information required should be clearly stated. You do not have to mention the FOIA in your request or inform the school why you want the information.

Contact Address: Newport Infant School, Granville Avenue, Newport, Shropshire TF10 7DX
Email: h2074@telford.gov.uk

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

Within twenty (20) days of your request it is the duty of the school to respond to your written request. We will inform you whether or not the information is held and will supply such information except where exemptions apply.

A record of your request and the response to it will be made.

The person requesting the information has the right to appeal against any decision regarding the request for information under the FOIA. Such appeals must be in writing and sent in an envelope marked "Private" to:

Chair of Governors, Newport Infant School, Granville Avenue, Newport, Shropshire TF10 7DX

The Chair of Governors will respond to your appeal within twenty (20) days of receiving it.

In the event that you are not satisfied with the result of the appeal to the Chair of Governors you can appeal to the Information Commissioners Office; web address ICO.org.uk

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.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • 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

Governors' Annual Report and other information relating to the governing body – this section sets out information published in the *Governors' Annual Report* and in other governing body documents.

Class	Description
Governors' Annual Report	<p>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):</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of 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

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	<ul style="list-style-type: none"> a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> 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 [<i>current and last full academic school year</i>]

Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.

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
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
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 promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. (<i>from March 2004</i>)
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

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 the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
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 where the school is designated as having a religious character
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
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
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

[** Information available on our website] Our website is at newportinfantschool.taw.org.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 then initially this should be addressed to Miss Rebecca Overthrow, Headteacher.

If you are not satisfied with the assistance that you get or the response you are given then you may write to the Chair of Governors. If we have still 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

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E Mail: publications@ic-foi.demon.co.uk. Website : www.informationcommissioner.gov.uk

**Newport Infant School
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Annex A - Further documents held by the school**

Name of Document	Description
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Annex B – School Action in respect of FOIA

1. All Governors and staff must make themselves aware of the content of this policy. Any initial request for information can be addressed to anyone within the school.
2. On receipt of a request for information under the FOIA (which must be in writing) the request must be brought to the immediate attention of the Head Teacher. In their absence the School Administrator and Deputy Head must be informed; they will be responsible for informing the Head Teacher at the earliest opportunity.
3. A record of the FOIA request must be made on a tracked file which shows:

Date request received, details of the request, date request was responded to, how request was responded to (information given or not given – if not given the reason why)
4. Within twenty (20) days of the request being received it must be responded to.
5. In the event that the information requested is not supplied the person making the request may make an appeal to the Chair of Governors. In the event that this happens the original record of the request will be endorsed by the Chair of Governors with the date the appeal was received and the date it was answered.
6. All FOIA requests and subsequent responses must be supported by written documentation. All such documentation must be kept for a period of at least 3 years.