



# The Federation of Bedenham and Holbrook Primary Schools



## FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME POLICY

March 2018

### Status: statutory

*This policy should be read in conjunction with the following guidance document: Definition document for governing bodies of maintained schools in England produced by ICO (as revised in 2013)*

*[http://www.ico.org.uk/for\\_organisations/sector\\_guides/education](http://www.ico.org.uk/for_organisations/sector_guides/education) and with the following policies: Data protection policy, Retention of records policy.*

### Background

The governing body must ensure that the school is registered with the Information Commissioner's Office (ICO). Also, they should conform to the Freedom of Information Act 2000. The Freedom of Information Act 2000 gives a right of access to information held by public bodies, including schools (schedule 1, Part IV), that must comply with the Act and produce a Publication Scheme (section 19) which makes it clear to the public what information they will make public when required to respond to requests for information in line with this legislation. The publication scheme should set out:

- The classes of information which will be published or which the school intends to publish.
- The manner in which the information will be published.
- Whether the information is available free of charge or on payment.

The publication scheme should conform to the model scheme for schools approved by the Information Commissioner or a bespoke policy should be authorised by the Information Commissioner's Office (ICO).

Since 2012, it has not been necessary to publish a school profile, a curriculum policy or a prospectus. The School Information (England) (Amendment) Regulations 2008 (as updated in 2012 and 2013) introduced new obligations requiring schools to publish specified information on their website. There is also a requirement for schools to provide hard copy (from the online version) for those who request it. Issue No: 1 Date Issued: Jan 2015 Committee: Resources Review Date: Jan 2016 Page 2 of 8

## FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME POLICY

### Introduction

The governing body is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000. The Freedom of Information Act 2000 gives a right of access to information held by public bodies, including schools, which are required to produce a publication scheme which makes it clear to the public what information they will make public when required. All information in our publication scheme is available in paper form from the school

## **Objectives and targets**

Our Federation aims:

- To create and maintain a learning environment in which each individual has the opportunity to fulfil his/her potential.
- To encourage the pursuit of excellence, both academically and in all other areas.
- To provide opportunities for spiritual, moral, cultural, personal and social development of pupils and the wider school community.
- To encourage pupils to become life-long learners who are self-motivated, courteous and thoughtful individuals who value themselves, others and the environment.

To achieve these aims, we:

- Provide happy school environments in which children gain confidence as individuals, are able to take pride in their own ability and take responsibility for their own actions.
- Develop good habits and attitudes to work and a life-long respect for learning.
- Develop high standards of literacy and numeracy.
- Involve children in a creative wider curriculum including the arts.
- Provide an environment where understanding, knowledge and respect of people of different cultural backgrounds can be encouraged.
- Encourage high expectations of all school members using their abilities.
- Meet the needs of learners of all abilities, within the framework of the national curriculum and its subject areas.

This publication scheme is a means of showing how we are pursuing these objectives.

### **We currently publish the following information on our website:**

- The name, address, telephone number of the school and the type of school
- The names of the Executive Headteacher, Heads of School, chair of governors and school staff.
- Admission policy for each school.
- A statement of the school's ethos and values.
- Information about provision for pupils with special educational needs.
- Number of pupils on roll
- Latest National Curriculum assessment results for appropriate key stages, with national summary figures.
- Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school

## **Governors' documents**

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

Information provided by school

- Basic details of the governing body members
- Details on how to contact the governors via the school.
- Minutes of the meetings of the full governing body.
- A description of the school's arrangements for security of pupils, staff and the premises in our Health and Safety policy and Emergency Evacuation Policy.
- Home-school agreement
- Curriculum policies
- sex and relationship education policy
- Special educational needs and disability policy
- accessibility plan and policy
- Single equality policy
- Collective worship policy
- Safeguarding policy
- Behaviour policy
- School's performance data
- Charging and remissions policies
- School session times and term dates
- Health and safety policy
- Complaints procedure
- Induction policy
- Current staffing structure
- Staff conduct, discipline and grievance procedures
- Class names

## **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.

## **Paying for information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not 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. However, 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.

### **Monitoring and evaluation**

In order to monitor and evaluate the policy, we welcome any comments or suggestions you may have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the head of school.

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 deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Enquiry/information line: 01625 545745 Fax: 01625 524510 Website: [www.ico.gov.uk](http://www.ico.gov.uk).

Created by Caroline Wood

Agreed at policy committee on 13<sup>th</sup> June 2016

Reviewed FGB 26.03.18



Head of School Bedenham



Chair of Govs



Head of school Holbrook