



BUXTON INFANT SCHOOL

Headteacher: Jude Boyd



FREEDOM OF INFORMATION POLICY & PUBLICATION SCHEME

BUXTON INFANT SCHOOL

This policy was reviewed by the Governing Board on 21st November 2019

It will be reviewed November 2020

Signed:

Date:

Freedom of Information Policy and Publication Scheme Under the Freedom of Information Act 2000

The Governing Board is responsible for maintenance of this scheme. Day to day responsibility is delegated to the Headteacher – Finance, Pay and Personnel Committee will oversee access to information.

Introduction

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, which sets out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published;
- 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 on our website to download and print off or 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's Office (ICO).

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,

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

Categories of Information Published

The publication scheme is a guide 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 four broad topic areas:

- **School Prospectus** - information published in the school prospectus.
- **Governors' Documents** - information published in the School Profile, 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.

How to Request Information

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested. Written notice of any fee will be provided to the enquirer before any information is supplied. Contact details are set out below:

Contact Address: Buxton Infant School
Hardwick Square
Buxton
Derbyshire
SK17 6QB

Tel: 01298 22499

Email: smile@buxton-inf.derbyshire.sch.uk

Website: www.buxton-inf.derbyshire.sch.uk

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 is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor’s name and contact details; either by postal address or email address for the response to be sent. All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute
non-absolute

We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption. An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a “public interest” exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

Appendix 1 – Classes of Information Currently Published

Who we are and what we do

Organisational information, structures, locations and contacts.

We would expect information in this class to be current information only.

- **Instrument of Government**

The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.

- **School prospectus/website and curriculum**

The statutory contents of the schools prospectus/website, as follows:

- Information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
- A description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.

- **Governing Board**

The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.

- **School session times and term dates**

Details of school session times and dates of school terms and holidays.

- **Location and contact information**

The address, telephone number and website for the school together with the names of key personnel.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

- **Staffing structure**

- **Governors allowances**

Details of allowances and expenses that can be claimed or incurred.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- **Performance data supplied to the government**
- **Latest ofsted report**
- **Performance management policy**
- **School's future plans**

Any major proposals for the future of the school involving, for example, consultation on a change in school status.

- **Safeguarding and child protection**

The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.

How we make decisions

- **Admissions policy**
- **Minutes of meetings of the governing body and its committees with the exception of information properly considered to be private to the meeting**

Our Policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. Current data only.

- **School policies and other documents**

This will include policies, procedures and documents that the school is required to have by statute.

- **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- **Equality and diversity**

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- **Policies and procedures for the recruitment of staff**

- **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published stating what costs are to be recovered and the basis on which they are made, and how they are calculated.

Lists and registers

- **Curriculum policies**
- **Disclosure logs**
- **Asset register**
- **Any information the school is currently legally required to hold in publicly available registers**

The services we offer

Information about the services the school provides including leaflets, guidance and newsletters, for example

- **Extra curricular activities**
- **Out of school clubs**
- **School publications**
- **Services for which the school is entitled to recover a fee, together with those fees**
- **Leaflets, booklets and newsletters**