



Freedom of Information Policy for Chilton Foliat Primary School

Dealing with Requests

Chilton Foliat Primary School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible.

This will be extended in specific circumstances on legal advice in connection with the public interest test. However, Chilton Foliat Primary School is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. Repeated or vexatious requests for information will be refused.

The school will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Chilton Foliat Primary School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as “non-absolute”) exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy.

Relationship with the Data Protection Act 1998

Chilton Foliat Primary School is under a legal duty to protect personal data under the Data Protection Act 1998. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils.

Responsibilities

Chilton Foliat Primary School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

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:

1. The classes of information which we publish or intend to publish;
2. The manner in which the information will be published; and
3. Whether the information is available free of charge or payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off or available in paper form.

Some information we hold may not be made public, for example personal information.

2. 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 web site – information published in these documents and resources
- 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.

3. 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 (or you can visit our website at <http://www.chiltonfoliatprimary.org.uk>

Email: admin@chiltonfoliat.wilts.sch.uk

Tel: 01488 682630

Contact address:

Chilton Foliat CE VA Primary School

Stag Hill

Chilton Foliat

Hungerford RG17 0TF

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

If the information you are looking for is not available via the scheme and is not yet on our website, you can still contact the school to ask if we have it.

4. 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.

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.

5. Classes of Information Currently Published

This section sets out more detail related to the classes of information.

Class	Description
School website	<p>The statutory contents of the school website are as follows, (other items may be included in the website 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 • Details of the schools actions in relation to pupil premium • National Curriculum assessment results for appropriate Key Stages, with national summary figures • The arrangements for visits to the school by prospective parents • A range of statutory policies are required to be available on the school website. The school may choose to publish additional policies. • 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.

Information related to the school and other information relating to the Governing Body.

This section sets out information published and in other governing body documents.

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
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	<ul style="list-style-type: none"> • 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, If the school has a religious character, a description of the ethos • o The date the instrument takes effect
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]</p> <p>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum. Paper copies are provided on request.

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
Sex & Relationships 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
Equal Opportunities Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
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.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (Whole School Child Protection/Safeguarding Policy).
Behaviour & Antibullying Policies	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

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, where appropriate, inspection reports of religious education in those schools 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, as published on the website. This information is also given out to parents at the end of each school year.
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
Whistle Blowing Policy	The procedure by which staff and others involved in the school's work can raise concerns about any malpractice or wrongdoing and can receive feedback on any actions taken.
Staff Conduct, Capability and Grievance	The Governors of Chilton Foliat C of E Primary School have adopted the Local Authority's Policies on Staff Conduct, Discipline and Grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to pay.
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 are available for inspection upon request.
Admission Policy	Statement of the school's policy on admissions in line with statutory and Local Authority requirements.
Services	Information about breakfast club, extra-curricular clubs and newsletters are all placed on our website and are sent out to parents.

6. 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 Mrs Denise Weston.

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website as listed below.

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.

Website: www.informationcommissioner.gov.uk

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