

Upton Westlea Primary School

Freedom of Information Policy



Approved by staff: April 2020

Signed: K Carruthers

Approved by Governors: May 2020

Signed: S.Cocks

Review Date: April 2023

1. Background

Upton Westlea is committed to complying with and implementing the provisions of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document). This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law. The FOIA was introduced to promote greater openness and accountability across the public sector and requires all public authorities, including maintained schools to be clear and proactive about the information they will make public.

Upton Westlea Primary School have produced 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 available in paper form, some is available electronically on our website for you to download and print. 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)

2. Aim

At Upton Westlea Primary we aim:

- To provide a secure learning environment in which consideration and respect for self and others, including the wider community, can be fostered
- To encourage and support each child to achieve the highest standards of which he or she is capable in all areas of academic and personal development
- To foster a positive and responsible attitude in children towards their environment and this publication scheme is a means of showing how we are pursuing these aims.

3. Publication Scheme - 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 about the school

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. Dealing with requests

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 school 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, 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-school day period (excluding school holidays). Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. 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.

If you require a paper version of any of the documents within the scheme, please contact school by telephone, email, or letter. Contact details are set out below. Some documents are available from our website at

www.uptonwestleapprimary.co.uk

Email: admin@uptonwestleapprimary.cheshire.sch.uk

Tel: 01244 981215

Contact Address: Upton Westlea, Weston Grove, Upton, Chester CH2 1QJ.

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

5. Withholding Information

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

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 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.

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. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).

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 Headteacher 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

Class	Description
Full Governors' Meeting Report	<ul style="list-style-type: none"> • Details of the Governing Body membership, including name and address of Chair and Clerk • 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
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school

	<ul style="list-style-type: none"> • The name of the <i>Governing Body</i> • The manner in which the <i>Governing Body</i> is constituted • The term of office of each category of <i>Governor</i> if less than 4 years • The name of anybody entitled to appoint any category <i>Governor</i> • 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	<ul style="list-style-type: none"> • Agreed minutes of meetings of the <i>Governing Body</i> 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 schools' responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework agreements
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

Safeguarding	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher

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 reports 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 Headteacher 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 Headteacher 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

7. Responsibilities

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.

8. Contact Details

For advice and assistance please contact

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 at www.informationcommissioner.gov.uk

Policies

Below are a number of policies which parents may want to have access to although we have many other policies which can be accessed through our school office on request.

- Attendance Policy
- Behaviour Policy
- Charging & Remissions Policy
- Safeguarding Policy
- Complaints Procedure
- Equalities Policy
- Freedom of Information Publications Scheme
- Inclusion Policy
- Sex and Relationship Policy
- Bad Weather Policy
- Teaching & Learning Policy
- Uniform Policy
- Volunteer and Student Policy

This policy has been agreed and approved by the full Governing Body in May 2020

This policy will be reviewed again in April 2023

Signed _____

Date _____

