



St Andrew's CE VC Primary School

A church school that learns, grows and achieves together

"Train up a child in the way he should go,
and when he is old he will not depart from it"
Proverbs 22:6

Freedom of Information Policy

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| Signed (Chair) | Name Anthony Parker | Date |
| Signed (Head) | Name Graham Pike | Date |
| Ratified by Governing Body on | | Next Review |

Equality Impact Assessment (EqIA)

This policy has been assessed with regard to its impact on equalities issues. The equality impact assessment has been conducted by the relevant Governors' sub-committee and focused on race, gender, disability, age, sexual orientation, gender identity and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.

EqIA outcomes

- The assessment found no areas of potential negative impact and actions resulting in positive impact are in place.*

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Preface: Christian Ethos

Jesus said “No one after lighting a lamp covers it with a jar or puts it under a bed, but puts it on a stand, so that those who enter may see the light. For nothing is hidden that will not be made manifest, nor is anything secret that will not be known and come to light.” (Luke 8: 16-17)

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. St Andrew’s School is committed to the FOIA and to the principles of accountability and the general right of access to information, subject to legal exemptions.

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. Responsibilities

St Andrew’s Primary School recognises it’s duty to:

- provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information and will help enquirers to put more complex verbal requests into writing so that they can be handled under the FOIA.
- tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny) and provide access to the information we hold in accordance to the procedures as laid out in the FOIA.

3. Categories of information published

| Information to be published | How the information can be obtained | Cost |
|---|--|------|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | Hard copy and/or website | Free |
| Who's who in the school | School website Hard copy from school office | Free |
| Who's who on the governing body and the basis of their appointment | School website | Free |
| Instrument of Governance | School Office | Free |
| Contact details for the Head Teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) | School Office | Free |
| Staffing structure | School website | Free |
| School session times and term dates | School website | Free |
| <p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | School Office | Free |
| Annual budget plan and financial statements | School office | Free |
| Capitalised funding | School Office | Free |
| Additional funding | School office & website | Free |
| Procurement and projects | School office | Free |
| Pay policy | School office | Free |
| Governors' allowances | School office | Free |
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p> | School Office | Free |

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| School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | School website or school office | Free |
| Performance management policy and procedures adopted by the governing body. | School office | Free |
| Schools Development Plan | School Office | Free |
| Policies and procedures | School website of school office | Free |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | School Office | Free |
| Admissions policy/decisions (not individual admission decisions) | South Glos website & School website | Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings. | School office | Free |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | School Office | Free |
| School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies | School website or School office | Free |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Disability Equality Scheme and Accessibility Plan • Collective worship | School website or School office | Free |

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| Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) | School website or School office | Free |
| Class 6 – Lists and Registers Currently maintained lists and registers only | School office please note some information may only be available by inspection | Free |
| Curriculum circulars and statutory instruments | School office | Free |
| Asset register | School office | Free |
| Any information the school is currently legally required to hold in publicly available registers THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER | School office | Free |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | School office please note some information may only be available by inspection | Free |
| Extra-curricular activities | School website | Free |
| Out of school clubs | School website | Free |
| School publications | School website | Free |
| Services for which the school is entitled to recover a fee, together with those fees | School website | Free |
| Leaflets books and newsletters | School website | Free |

Information published on the public part of 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 internet cafe.

Single copies of information covered by this publication are normally provided free. 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.

4. How to request information

You can request a copy of the information you want from the contact detailed below or visit our website at www.standrewsschoolcromhall.org.uk

If the information you're looking for isn't available on our website please contact:

Email: Standrewsprimary@sgmail.org.uk

Contact : Mr Graham Pike St Andrew's Primary School, Church Lane, Cromhall, Wotton-Under-Edge Glos GL12 8AL

Read in conjunction with the Charging and Remissions policy.

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**".

5. 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 need to make a complaint then initially this should be addressed to the address above.

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 545 745

E-mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk