



STAMFORD ST GILBERT'S CHURCH OF ENGLAND PRIMARY SCHOOL

FREEDOM OF INFORMATION POLICY

2020.2021

Document Control	
Committee:	Full Board of Governors
Approved By Trustees On:	September 2020
Review Cycle:	Annual
Date of Next Review:	September 2021

Scope

Under the Freedom of Information Act 2000 we have a legal duty to supply certain information to enquirers and we must be clear and proactive about the information we make public.

To enable this we have a publication scheme setting out:

- The classes of information we publish or intend to publish;
- The manner in which the information will be published;
- How to request information; and
- Whether the information is free of charge or on payment.

Aims

- To provide certain information to enquirers under the Freedom of Information Act 2000;
- To recognise that we have a duty to provide advice and assistance to anyone requesting information;
- To ensure that personal information is not made public; and

Review Date: September 2018

Next Review: September 2020

The Board of Governors will:

- Delegate powers and responsibilities to the Headteacher as ‘Data Controller’ for the school; and
- Delegate powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy.

The Headteacher and the Senior Leadership Team will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy; and
- Work closely with the Board of Governors in respect to this policy.

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'. 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
- Curriculum - information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school (i.e. Academy Handbook) - information about policies that relate to the school in general

Published Information:

School Prospectus/ Handbook Some of this information will also be held on our website as separate documents	The contents of the school handbook include the following: (though the school may include other information at their discretion) <ul style="list-style-type: none">• the name, address and telephone number of the school• the type of school• the names of the Headteacher, Chair of Governors, staff and governors• The Admissions Policy• 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 and groups of pupils, with national summary figures• Information about the implementation of the Board of Governors' policy on pupils with Special Educational Needs
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Instrument of Governance	<ul style="list-style-type: none">• The name of the school• The category of the school• The name of the Board of Governors• The manner in which the Board of Governors is constituted• The term of office of each category of governor if less than 4 years• The name of any body entitled to appoint any category of governor• Details of any trust• If the school has a religious character, a description of the ethos• The date the instrument takes effect
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Minutes of meeting of the governing body and its committees ¹	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i> plus <ul style="list-style-type: none">• Trustees Annual Report• Articles of Governance
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¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

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
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 and School Information Report	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	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.
Equality Policy	Statement of policy for promoting equality
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour Policy	Information about the school’s policy on managing behaviour, rewards and sanctions
e-Safety policy	Information about the school’s policy on e-safety
Anti-bullying Policy	Information about the school’s policy on how school deals with incidents of bullying and our proactive approach to anti bullying
Tackling Extremism and Radicalisation Policy	Information on the schools approach to Tackling Extremism and Radicalisation
Exclusion Policy	Informs the academy’s use of exclusion and the processes involved. This can be found contained within the school Behaviour Policy.

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 and Section 48 Reports referring expressly to the school	Published report 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
Charging and Remissions Policy	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	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
Appraisal 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 for Education to the Headteacher or governing body relating to the curriculum
Statutory information required to be published on school websites	Any statutory policies required by the Government, data and information which are required to be published on school websites. This can include information on Pupil Premium, Primary Sports Funding Grant, School Data, curriculum overviews, etc
Policy on protecting staff and pupils from Abuse	Information about the school's policy on protective staff and pupils from abusive behaviour
Data Protection policy	This policy complies with the principles that are set out in the general data Protection Regulation (GDPR). It is to ensure that the St Gilbert's and all staff who process or use any personal information follow these principles at all times.
Educational Visits Policy	Sets out guidelines that support the planning and implementation of educational visits organised by the school.
Freedom of Information Policy	This is the School Publication Scheme on information available under the Freedom of Information Act 2000.
Record of Recruitment and Vetting Checks Policy	Clarifies the academy's position with regards to staffing, the recruitment and selection process, training and procedures, reference to applicable policies and the processes involved.

Our website address is www.stgilberts.co.uk

Dealing with Requests for Information (FOIA)

The Headteacher will deal with written requests for information by:

- Deciding whether or not to comply with the request (see below);
- Deciding whether the school holds the information;
- Providing the information if it has already been made public;
- Informing the enquirer if the school does not have that information;
- Deciding if information disclosed might affect the interests of a third party;
- Deciding if the estimated cost of complying with the request will exceed the appropriate limit; and
- Ensuring that all personal information is excluded from a requested document.

Reasons for not complying with a request

There are four reasons under the Freedom of Information Act 2000 for not complying with a request for information:

- The requested information is not held;
- The cost threshold is reached;
- The request is considered annoying or repetitive; and
- That one or more of the exemptions apply.

Complaints

We actively encourage the views and suggestions from parents and the general public about how we can improve this publication scheme. All complaints will be dealt with by the Headteacher in accordance with the school's complaints procedure in the first instance.

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: Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Website: www.ico.gov.uk

Information Availability

All information in our publication scheme is either available for you on our website to download or from the school website or by contacting the school by letter or email.

Email: enquiries@stgilberts.co.uk

Tel: 01780 762400

Address: Foundry Road, Stamford, PE9 2PP

To help us process your request quickly please clearly mark any correspondence **'PUBLICATION SCHEME REQUEST'** (in CAPITALS please)

If the information you are not looking for isn't available via the scheme and isn't on our website you can still contact the school to ask to we have it.

Payment for Information

Information published on the website is free, although you may incur a charge from your service provider. A charge has been fixed for Education Records at a maximum of £50 and we will advise you of the cost before fulfilling your request if this may be exceeded due to the amount of photocopying, printing, large postage costs, priced printed publications or videos.

Reporting Requests

All requests for information will be reported to the governors by the Headteacher.

Raising Awareness of the Policy

We will raise awareness of this policy via:

- The school website;

Staff Training

Periodic training (at least annual) will be organised for all school personnel so that they are kept up to date with new information and guidelines concerning this policy.

Policy Review

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and Board of Governors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.