



WOODLANDS  
PRIMARY AND NURSERY SCHOOL

# Publication Scheme & Freedom of Information Policy

(The Governing Body is responsible for maintenance of  
this scheme)

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### 1. Introduction – Freedom of Information Act 2000

- 1.1 The FOIA was introduced on 30<sup>th</sup> November 2000 but became fully into force on 1st January 2005. The act gave new rights of access to the public and public bodies recorded information.
- 1.2 The FOIA requires public bodies to action two specific legal obligations.
  - To adopt and maintain a publication scheme setting out details of information that the school will routinely make available and how the information can be obtained.
  - To comply with request for information

### 2. What a publication scheme is and why it has been developed?

- 2.1 One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of the 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:

- 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
- 2.2 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
  - 2.3 Some information which we hold may not be made public, for example personal information
  - 2.4 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner

### 3. Aims and Objectives

- 3.1 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, and this publication scheme is a means of showing how we are pursuing these aims.

#### 4.0 Categories of Information published

- 4.1 The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This split into categories of information are known as 'classes'. These are contained in section 6 of this scheme
- 4.2 The classes of information that we undertake to make available are organised in four broad topics
- *Governors Documents* – information published in the Governors Annual Report 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

#### 5.0 How to request information detailed in the scheme

- 5.1 If you require a paper version of any documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

**Contact Address:** Head Teacher, Woodlands Primary School, Ironbridge Road, Madeley, Telford, TF7 5HX. Tel: 01952 386070 Email: [A3363@taw.org.uk](mailto:A3363@taw.org.uk)

To help us process your request quickly, please mark any correspondence 'PUBLICATION SCHEME REQUEST' in CAPITALS please

- 5.2 If the information you are looking for isn't available via the scheme you can still contact the school to ask if we have it (see FOI request section of this policy)

#### 6.0 Paying for Information

- 6.1 Information published on our website is free, although you may incur the 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
- 6.2 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 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

#### 7.0 Classes of Information Currently Published

School Prospectus – the section sets out information published in the school prospectus

Class	Description
School Website	<p>The statutory contents of the school website are as follows: (other items may be included in the prospectus at the school's discretion)</p> <ul style="list-style-type: none"> <li>• The name, address and telephone number of the school and the type of school</li> <li>• The names of the Head teacher and Chair of Governors</li> <li>• Information of the School Policy and Admissions</li> </ul>

	<ul style="list-style-type: none"> <li>• A statement of the school's ethos and values</li> <li>• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parent's right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• Information about the school's policy on providing for pupils with special educational needs</li> <li>• National Curriculum assessment results for appropriate Key Stages, with National summary figures</li> <li>• The arrangements for visits to the school by the prospective parents</li> </ul>
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Governors annual Report and other information relating to the Governing Body – this section sets out information published in the Governors annual Report and in other Governing Body documents

Class	Description
Governors Annual Report	<p>The statutory contents of the Governors Annual Report to parents are as follows. (other items may be included in the annual report at the school's discretion)</p> <ul style="list-style-type: none"> <li>• Details of the Governing Body membership, including name and address of the chair and clerk</li> <li>• A statement on progress in implementing the action plan drawn up following an inspection</li> <li>• A financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• A description of the school's arrangements for security of pupils, staff and the premises</li> <li>• 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</li> <li>• 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</li> <li>• A statement of policy on whole staff development identifying how teachers professional development impacts on teaching and learning</li> <li>• Number of pupils on roll and rates of pupils authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate key stages with national summary figures</li> <li>• A statement of the extent to which proposals in the post-inspection action plan have been carried out to effect</li> </ul>
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the Governing Body</li> <li>• The manner in which the Governing Body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor – details of any trust</li> </ul>

	<ul style="list-style-type: none"> <li>If the school has a religious character, a description of the ethos – the date the instrument takes effect</li> </ul>
Minutes of meeting of the Governing Body and Committee	Agreed minutes of meetings of the Governing Body and its Committees (current and last full academic school year)

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 school's responsibilities, the parental responsibilities and the school's expectations of its pupils - for example homework arrangements
Curriculum Statement	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationship, Sex and Health Education Policy	Statement of policy with regard to sex and relationship education
SEND & Disability 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
Equality Scheme	Statement of policy for promoting race equality
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship
Child Protection Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour and Discipline Policy	Statement of policy on behaviour and discipline and of measures taken by the head teacher to encourage good learning behaviour in school
Anti-Bullying Policy	Statement of policy 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

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 and those schools designated as having religious character
Post Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate and action plan following inspection of religious education where the school 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 sessions and dates of school terms and holidays
Health & Safety Policy and Risk Assessment	Statement of general policy with respect to Health & Safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints Policy	Statement of procedures for dealing with complaints
Appraisal Policy for Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Code of Conduct	Statement of procedure for how staff should behave when in school and being seen to represent school
Grievance Policy	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 Head teacher or Governing Body relating to the curriculum

## 8. Making/Processing a Request under FOIA

- 8.1 The school is aware of its obligations in relation to the FOIA and intends to fulfil its legal obligations
- 8.2 Requests for information have to be in writing (letter, email, social media posting) and must include the name of the person requesting information, an address for correspondence and a description of the information sought.

Requests should be sent to: **Head Teacher**

**Alternative requests can be emailed to: School Business Manager**

- 8.3 Once we receive your request we may seek more details from you to establish what information you are requesting
- 8.4 If we do not hold the information you have requested we will confirm this to you and whenever possible contact details for other public sector bodies that may hold the information you have requested in our response letter
- 8.5 If we do hold the information you have requested, then we have to assess this to see if any of the exemptions detailed in the FOIA apply e.g. if by releasing the information requested we would cause a serious Health & Safety issue, we would apply exemption (section 38) and not provide you with the information. Exemptions can either be 'Absolute' or 'Qualified'. If an exemption is qualified then we will apply the 'Public Interest Test' to decide if the application of the exemption should be overruled due to public interest
- 8.6 A requester will receive a response to their request within 20 working days of the day we receive it (if it is received after 3.30pm then it will be 20 working days from the next working day), regardless of whether we do or do not hold the information. In exceptional circumstances we may not be able to meet the 20 working day deadline, if this is the case we will contact you to let you know when we hope to send the information requested to you



- 8.7 We will not provide assistance to applicants whose requests are seen to be vexatious or repeated as defined in section 14 of the FOIA. In deciding if a request is either vexatious or repeated, we will consider guidance from the Information Commissioners Office
- 8.8 Right of Appeal – in the response the requester receives they will be given details on how to appeal if they are not satisfied with the information we have/have not supplied. The appeal will be processed by a person independent to the original response process
- 8.9 Fees/Charges – We are allowed to recover the costs of printing, copying and postage and packing. If we require a fee to be paid, then a fees notice will be sent to the requester. If the fees notice has been sent and the requester is not prepared to pay the fee we may:-
- Consider whether any information that may be of interest is available free of charge, or
  - Consider providing an indication of what, if any, information could be provided without a fee being payable, or
  - Consider advising the requester that by refining the request, information may be able to be supplied for a lower fee or at no charge
- 8.10 The school will provide advice and assistance to people making a request for information. Advice and guidance may be sought from the Head teacher using the previously stated contact details

## **9. Feedback and Complaints**

- 9.1 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 the Head teacher
- 9.2 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 Commissioners Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and deals with formal complaints. They can be contacted at:

*Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF*