



LANESEND PRIMARY SCHOOL
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Lanesend Primary School

Freedom of Information Policy 2019 Statutory Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Trustees)

Review Date: May 2022 (Every 3 Years)

Reviewed By: Money Group / Full Board of Trustees

Lanesend Primary Freedom of Information

Background

Lanesend Primary School is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. 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.

Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Act 2018, with the implementation of the General Data Protection Regulation (GDPR). Requests for access to such information will be governed in line with the requirements of this legislation and we will ensure that the information is used fairly, lawfully and transparently.

Dealing with Requests

Lanesend Primary School will offer advice and assistance to anybody wishing to make a request for information. This includes staff and families. 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, Lanesend 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. Lanesend Primary School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Lanesend 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 and fax. 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. The 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).

The school recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Adopting and Maintaining Publication Schemes

Lanesend Primary School has adopted a Publication Scheme (see below) in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

Personal data protection and GDPR

The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

You also have rights when an organisation is using your personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests

A Subject Access Request needs to follow the GDPR Policy and does not fall under Freedom of Information.

Responsibilities

Lanesend 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 Board of Trustees who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Board of Trustees.

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.

Contact Details

For advice and assistance please contact the School Development Manager.

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

Publication Scheme

Below is Lanesend Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

The Board of Trustees 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:

- 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 on our website to download and print off or is 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. 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 published in the school prospectus.
- Information relating to the school and Board of Trustees – information published on the school website and in other Board of Trustees documents.
- Children & Curriculum – information about policies that relate to children 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, fax or letter.

Contact details are set out below:

Lanesend Primary School
Love Lane
Cowes
Isle of Wight
PO31 7ES
Phone: 01983 293233
Fax: 01983 293233

Email: dmle@lanesendpri.iow.sch.uk

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please). If the information you’re

looking for isn't available via the scheme, 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. Where there is a charge this will be indicated on the Guide to Information Available table.

5. 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"> ➤ Information about the implementation of the Board of Trustee's policy on children with Special Educational Needs (SEN) and any changes to the policy during the last year ➤ A description of the arrangements for the admission of children with disabilities; details of steps to prevent disabled children being treated less favourably than other children; details of existing facilities to assist access to the school by children 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 Board of Trustees – this section sets out information published and in other Board of Trustees documents.

Instrument of Government	<ul style="list-style-type: none"> ➤ The name of the school ➤ The category of the school
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And Academy Trust	<ul style="list-style-type: none"> ➤ The name of the Board of Trustees ➤ The manner in which the Board of Trustees is constituted ➤ The term of office of each category of Trustee if less than 4 years ➤ The name of anybody entitled to appoint any category of Trustee ➤ Details of any trust ➤ If the school has a religious character, a description of the ethos ➤ The date the instrument takes effect
Minutes of meeting of the Board of Trustees and its commissioning groups	<p>Agreed minutes of meetings of the Board of Trustees and its committees [current and last full academic year]</p> <p>¹ <i>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this</i></p>

Children & curriculum Policies – this section gives access to information about policies that relate to children 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 and the school's expectations of its children, 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 & Relationships Policy	Statement of policy with regard to sex and relationship education
Special Educational Needs Policy	Information on the school's policy on providing for children with special/additional 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 children in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled children
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of children at the school (Whole School Child Protection/Safeguarding Policy).
Behaviour & Discipline Policy	Statement of generic principles on behaviour and discipline of measures taken by the Headteacher to prevent bullying

School Policies and other information related to the school – this section gives access to information about policies that relate to 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
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
Staff Appraisal	Statement of procedures adopted by the Board of Trustees relating to the appraisal of staff and the annual report of the Head Teacher on the effectiveness of appraisal procedures.
Staff Conduct, Capability and Grievance	Statement of procedure for regulating conduct and capability of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to pay.
Staffing Structure	The School's plan for the implementation of any changes to its staffing structure following statutory review.
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 Board of Trustees relating to the curriculum.
Admission Policy	Statement of the school's policy on admissions.

7. 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 the

School Development Manager.

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
 Email: publications@ic-foi.demon.co.uk
 Website: www.informationcommissioner.gov.uk

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who’s who in the school	Website	
Who’s who on the Board of Trustees and the basis of their appointment	Website	
Instrument of Governance	Hard Copy in School	
Contact details for the Head Teacher and for the Board of Trustees	Website	
School Prospectus	Website	
Staffing Structure	Website	
School session times and term dates	Website	

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) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard Copy in School	
Capitalised funding	Hard Copy in School	
Additional funding	Hard Copy in School	

Procurement and projects	Hard Copy in School	
Pay Policy	Hard Copy in School	
Staffing and grading structure	Hard Copy in School	
Trustees' allowances	Hard Copy in School	

Class 3 – What our priorities are how and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Latest OFSTED Report	Website	
Appraisal Policy and procedures adopted by the Board of Trustees	Hard Copy in School	
Schools future plans	Hard Copy in School	
Policies and Procedures	Hard Copy in School or Website	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website	
Agenda of meetings of the Board of Trustees and its sub-committees	Hard Copy in School	
Minutes of meetings (as above)	Hard Copy in School	

Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Finance & Personnel policies including: <ul style="list-style-type: none"> • Charges & Remission • Complaints Procedure • Conduct • DBS • Finance • Flexible Working Requests • Freedom of Information • Trustees Allowances 	Hard Copy in School or Website	

<ul style="list-style-type: none"> • Grievance • Information sharing and confidentiality • Maximising Attendance & Managing Sickness Absence • Maternity • Maternity & Adoption Support Leave • Optimising Staff Performance & Capability Issues • Pay • Performance Management & Staff Appraisal • Recruitment & Selection • Redundancy • School Financial Value Statement • Staff Leave & Absence • Statement of Procedures for dealing with allegations of abuse against staff • Volunteer Helpers • Whistleblowing 		
<p>Curriculum policies including:</p> <ul style="list-style-type: none"> • Administration of Medicines • Admissions • Anti-Bullying • Children in Care • Children missing Education • Child Protection/Safeguarding • Curriculum Statement incl Homework and Collective Worship • Early Years Foundation Stage 	<p>Hard Copy in School or Website</p>	
<ul style="list-style-type: none"> • English as an additional language • Equality • E-safety • Exclusions • Trustee Visits • Home/School Agreement • Intimate care of children • Management of Outdoor Educational Visits and Off Site Activities • Positive Handling • Pupil Premium Statement • Pupil Discipline incl Self Esteem & Positive Behaviour and Setting Standards of Acceptable Behaviour • SEND and Inclusion 		
<p>Premises policies including:</p> <ul style="list-style-type: none"> • Accessibility Plan • Emergency Procedure and Management Plan • Health & Safety including Risk Assessments 	<p>Hard Copy in School or Website</p>	

<ul style="list-style-type: none"> • Lettings • Security incl Lone Workers 		
Records management and personal data policies including: ••• Information security policies Records retention, destruction and archive policies Data Protection (including information sharing policies)	Hard Copy in School	
Charging regimes and policies This includes details of any statutory charging regimes. Charging policies include charges made for information routinely published. It clearly states what cost are to be recovered, the basis on which they are made and how they are calculated.	Website	

Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy in School	
Disclosure logs	Hard Copy in School	
Asset register	Hard Copy in School	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy in School	

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		
Extra-curricular activities	Website	
Out of school clubs	Website	
School Publications	Website	
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy in School	
Leaflets, books and newsletters	Hard Copy in School or Website	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying/Printing @ 1p per sheet (black & white)	Actual cost*

	Photocopying/Printing @ 3p per sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with relevant legislation
Other		

*the actual cost incurred by the school