



Freedom of Information Publication Scheme

This is All Saints' Primary School Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

1. Introduction

All Saints' Church of England Primary School is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.

In this scheme we have set out:

- The classes of information which we publish or intend to publish
- The format in which the information which will be made available and
- Whether the information is available free of charge or on payment

Some information we hold may not be made public.

2. Background

The Freedom of Information Act 2000 (FoI) came fully into force on January 1 2005. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

The information which the school routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

The Act is fully retrospective, so that any past records which the school holds are covered by the Act. The DfES has issued a Retention Schedule produced by the Records Management Society of Great Britain, to guide schools on how long they should keep school records. It is an offence to wilfully conceal, damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

Requests under FoI can be addressed to anyone in the school. Requests must be made in writing, (including email), and should include the enquirers name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to an FoI enquiry. There is a time limit of 20 days excluding school holidays for responding to the request.

For further information and guidance, see the DfES "Freedom of Information Act 2000 - A Guide for Maintained Schools on Full Implementation from January 2005."

3. 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 generally on the website, or circulated through letters and hand-outs.

School Website:

- **Contact details, names of staff, policy information, school's aims, curriculum information, term/diary dates, newsletters, SEN and Pupil/Sport Premium spending, Parent Forum, School Council, Ofsted reports, Charges & Remissions, attendance policy, complaints procedure, Health & Safety, PTFA updates.**
- **Names of governors and their areas of responsibility/term of office, FGB minutes.**
- **School's aims and values, policy documents, PSHE and RSE, enrichment curriculum planning, SEN, safeguarding, equality statement.**

4. 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 or letter.

To help us process your information quickly, please mark any correspondence 'FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST'.

4. Paying for Information:

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a considerable amount of photocopying or printing (20 pages or more), or pay a large postage charge, or is for a priced item, we will let you know the cost before fulfilling your request.

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 please address to The Chair of Governors via school.

If you wish to make a formal complaint, please do so through the school's normal complaints procedure.

Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
01625 545 700
Publications@ic-foi.demon.co.uk

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