

## Freedom of Information Policy



# Cavendish

## Primary School

**Approved by:** Governing Body

**Date:** March 2019

**Last reviewed on:** March 2016

**Next review due by:** March 2022

## 1. Introduction

Cavendish Primary School will comply with the terms of the Freedom of Information Act 2000, and any subsequent relevant legislation to ensure all information held by the school is treated in a manner that is fair and lawful. This policy should be used in conjunction with the school's Data Protection policy.

- 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 policy covers information already published and information which is to be published in the future. All information in our publication scheme may be available for you on our website to download and print off or is available in paper form, on request.
- 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. Aims and Objectives

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.

## 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'. 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 Website.
  - ❖ Governors' Documents – information published in the School Profile and in other governing body documents.
  - ❖ Pupil & 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.

#### 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, fax or letter. Contact details are set out below.

Email: [office@cavendish.bradford.sch.uk](mailto:office@cavendish.bradford.sch.uk)

Tel: **01274 772175**

Website: [www.cavendishprimary.org.uk](http://www.cavendishprimary.org.uk)

Address: **Cavendish Primary School**

**Hall Road**

**Eccleshill**

**Bradford**

**BD2 2DU**

- To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in capital letters please).
- If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.
- The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.
- The school will supply data requested within 28 working days (or in line with the information Commissioner’s current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information should still be dealt with in compliance with the 20 day deadline, whether they are recorded as Freedom of Information requests or not.
- If a response will take longer than 10 working days to respond an acknowledgement should be sent to the person making the request, informing them when the information will be supplied. This acknowledgement does not allow the school to exceed the overall 20 days deadline.
- The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by the Department for Constitutional Affairs. If the estimated cost of complying with the request does not exceed this amount the school is not entitled to make a charge for fulfilling the request.
- A senior member of staff will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school’s tracking database.

#### 5. Charging Fees

- 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.
- Copies of information covered by this publication may incur a charge. 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 by a £ sign in the description box.

- Subsequent requests for copies of documents may incur a charge.

## 6. Logging Requested Received

The school will keep a record of all requests received for monitoring purposes, noting:

- a) The date the request was received,
- b) Name and contact details of the person or organisation making the request,
- c) The date the request was fulfilled or refused,
- d) The reason for any exemption being applied,
- e) The reason for any failure to meet the 20 days deadline.

## 7. Classes of Information Currently Published

Class	Description
<b>School Website</b>	<p>The statutory contents of the school website are as follows,</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 headteacher and chair of governors.</li> <li>• Information on the school policy on admissions.</li> <li>• A mission statement of the school's ethos and values.</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 prospective parents.</li> </ul>

Class	Description
<b>School Profile</b>	<p>The statutory contents of the School Profile 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 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</li> </ul>

	<ul style="list-style-type: none"> <li>access by</li> <li>• 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 into effect.</li> </ul>
<b>Instrument of Government</b>	<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.</li> <li>• Details of any trust.</li> <li>• If the school has a religious character, a description of the ethos.</li> <li>• The date the instrument takes effect.</li> </ul>
<b>Minutes of meeting of the Governing Body and its committees</b>	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year] This will not include any confidential items.

## 8. Pupils and Curriculum Policies

<b>Class</b>	<b>Description</b>
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	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.
Race Equality Policy	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the co-headteachers to prevent bullying.

## 9. School Policies and Other Information Related to School

Class	Description
Published reports of Ofsted 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, must tuition, trips
School session times and term dates	Details of schools 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.
Appraisal of staff	Statement of procedures adopted by the governing body relating to the appraisal of staff and the annual report of the co-headteachers 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 co-headteachers or Governing Body relating to the curriculum.

## 10. 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 Mrs Theresa Blakeborough, School Business Manager at Cavendish Primary School.

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

**Email:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

**Website:** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)