



## Publication Scheme - Freedom of Information

### Introduction

Meadow Farm Primary School is committed to openness and transparency in the provision of information to all persons or organisations who request it. One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this we provide this publication scheme which sets 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 via payment

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available on our website to download and print off or is available in paper form via the School Office. 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.

### Categories of information that we publish

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus / website – information published in the school prospectus / website
- Governors' Documents – information published in the Governing Body's documents
- Pupils & Curriculum – policies that relate to pupils and the curriculum
- School Policies & reports – policies and reports that relate to the school

### How to request information

If you require a paper version of any of the documents within these categories, please contact the school by telephone, email, or letter. Contact details are:

Email: [admin@meadowfarm.derby.sch.uk](mailto:admin@meadowfarm.derby.sch.uk)

Tel: 01332 662631

Address: Meadow Farm Primary School, Foyle Avenue, Chaddesden, Derby, DE21 6TZ

## **Paying for Information**

Single copies of information covered by this policy are provided free unless stated otherwise. 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 below.

## **Classes of information currently available**

School Prospectus / website - The statutory contents of the school prospectus / website are as follows (additional items are included at the school's discretion):

- Contact details for the school (address, telephone, email) and the type of school we are.
- The name of the Head Teacher
- Information on the school's admissions policy
- A statement about the School's ethos & values
- Information about the school's policy on providing for pupils with special educational needs
- National curriculum assessment results for Key Stage 1 & 2
- Pupil Premium and PE / Sport funding report

## Governing Body Documents

- Instrument of Government (constitution)
- Names of governors, their term of office and category
- The agreed and published minutes of the Governing Body & its committees (although some information might be confidential or otherwise exempt from publication by law).

## Pupils & Curriculum

- Home / school agreement – setting out the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, eg homework arrangements.
- Curriculum policy
- Sex education policy
- Special Educational Needs & Disability policy
- Accessibility plan
- Race equality policy
- Collective worship policy
- Child protection policy
- School behaviour policy

## School Policies and reports

- Published reports from Ofsted referring expressly to the last inspection of the school.
- Post Ofsted action plan or School Improvement Plan
- Charging and remissions policy – regarding school trips, music tuition etc
- School session times and term dates – available via the Derby City Council website and school's monthly newsletter

- Health & Safety policy and risk assessments
- Complaints procedure

### **Requests for information**

- The Freedom of Information Act came into force on 1<sup>st</sup> January 2005. Under this Act, all schools which receive a written or emailed request for information which they hold or publish are required to respond within 20 working days (outside of school holidays).
- The school will provide information on where to access the information required eg. The website link, or details of a charge if the publication/ information is charged, or send any free information. If the item is charged the school does not need to provide it until the payment is received.
- A refusal of any information requested must state the relevant exemption which has been applied or state that the school does not hold the information. An explanation must be given as to what public interest test has been applied.
- If the information is published by another organisation (for example, Ofsted reports) the school can direct the enquirer to the organisation which supplied the information or publication unless it is legal and possible to provide the information direct (for example, a copy of the summary of an Ofsted report).
- It will not be legal to photocopy a publication in its entirety and supply this to an enquirer unless the school owns the copyright – this is particularly important where the original publication was a charged item.
- The school will keep the original request and note against this who dealt with the request and when the information was provided.
- Any complaint about the provision of information will be handled by the Head Teacher or another senior member of staff. All complaints should be in writing and documented. The Publication Scheme will include information on who to contact for both enquiries and complaints.
- All enquirers should be advised that they may complain to the Information Commissioner if they are unhappy with the way their request has been handled.

### **Feedback and Complaints**

If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher. 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

Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

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

## FREEDOM OF INFORMATION - CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under Data Protection or Freedom of Information
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated. Schools are under a duty to provide advice and assistance to anyone requesting information. The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested. Expressions of dissatisfaction should be handled through the school's existing complaints procedure.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_