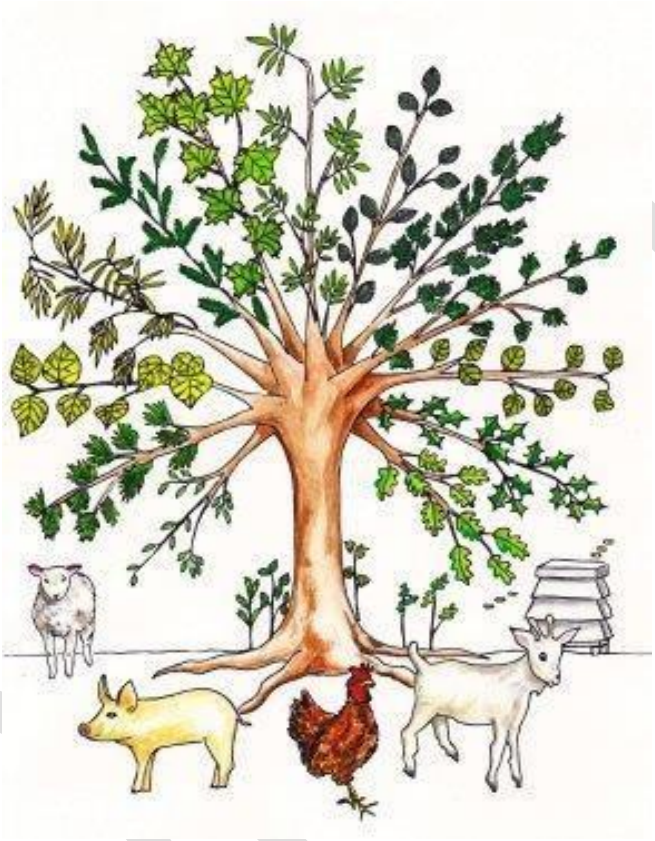
Edwalton Primary School Freedom of Information Policy and Publication Scheme



Written by Trish Gilbert DSL - September 2021

Reviewed September 2026

Date of next review- September 2027

Background

Edwalton Primary School is committed to complying with and implementing the provisions of the Freedom of Information Act(FOIA) 2000. 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 is created or received. It applies irrespective of the media on which the information is stored and whether the information is 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 1998. Requests for access to such information will be governed in line with the requirements of this legislation.

Dealing with requests

Edwalton Primary School will offer advice and assistance to any person wishing to make a request for information. We are committed to dealing with requests within the statutory guideline, which states that a response will be made no more than 20 working days from the date of the initial request (apart from if the request falls within school holidays)

This may be extended in specific circumstances on legal advice in connection with the public interest test. However, Edwalton 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. School will claim exemptions as appropriate whilst maintaining a commitment to scrutiny, openness and the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test.

All requests in writing will be considered a Freedom of Information request, including those received by email or fax. There is no need to indicate that the request is being made under the FOIA and all requests will be dealt with under this policy. School reserves the right to refuse requests where the locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).

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

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Adopting and Maintaining Publication Schemes

Edwalton Primary School has adopted a Publication Scheme (see below) in accordance with section 19 of the Freedom of Information Act and is committed to updated and maintaining it to keep it relevant and current. 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 assessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act 1998

Edwalton Primary School is under a legal duty to protect personal data under the Data Protection Act 1998 (updated in 2018) We will consider our responsibilities carefully under the Act before releasing personal information about living individuals, including current and former employees and pupils.

Responsibilities

Edwalton Primary School has a responsibility to make information available in accordance with the FOIA. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body. 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 record management policies and procedures as appropriate to their post.

Contact Details

For advice and assistance please contact the Head Teacher. 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 commissioners website at www.informationcommissioner.gov.uk

Publication Scheme

Below we have outlined Edwalton Primary School's publication scheme under the Freedom of Information Act 2000. The Governing body is responsible for maintenance of this scheme.

1. Introduction: What a publication scheme is and why it has been developed?

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One of the aims of the FOIA is that public authorities, including schools, should be proactive and clear 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 that will be published in the future. All information in our publication scheme is on our website to down load and print off or is available in paper form. Some information we hold, 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 4 broad topic areas.

- School prospectus – information published in the school prospectus.
- Information relating to the school and governing body- information published on the school website or in other governing body documents.
- Pupils and curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to school- information about policies that relate to 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 or letter.

Contact details are:

Edwalton Primary School,
Wellin Lane,
Edwalton,
Nottingham,
NG12 4AS
Phone: 0115 9144221
Fax: 0115 9144222
Email: office@edwalton.notts.sch.uk

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To help us process your enquiry quickly, please clearly mark any correspondence "Publication Scheme Request" 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 provider. If you don't have internet access, you can access our website using the 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	The statutory contents of the school prospectus are as follows, (other items may be covered in the prospectus at the school's discretion) • Admissions • 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. • A description of 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.

6. **Information related to the school and other information relating to the governing body-** this section set out information published and in other governing body documents.

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Class	Description
Instrument of Government	• The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor, if less than 4 years • The name of anybody entitled to appoint any category of governor • 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 governing body and it's committees	• Agreed minutes of the governing body and it's committees (current and the last full academic year) • Some information might be confidential or otherwise exempt from the publication scheme by law- we cannot therefore publish this.

Pupils and curriculum Policies- this section gives access to information about policies that relate to pupils and curriculum. Paper copies are provided on request.

Class	Description
Home -School agreement	• Statement of the school's responsibilities, aims and values • Parental responsibilities and the school's expectations of its pupils homework arrangements
Curriculum Policy	• Statement on following the policy for curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex and Relationships Policy	• Statement of policy with regard to sex and relationship education

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Special educational needs policy Statement of SEN Provision Accessibility plans	• Information on the school's policy on providing for pupils with special educational needs • Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving the delivery of information to disabled pupils
Equal Opportunities Policy	• Statement of policy for promoting equality
Collective worship	• Statement of arrangements for the required daily act of collective worship
Child Protection Policy	• Statement of policy for safeguarding and promoting the welfare of pupils at the school (Whole School Child Protection and Safeguarding Policy)
Behaviour and Discipline Policy	• Statement of general principles 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 school in general.

Class	**Description**
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 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, music tuition, trips, swimming
School session times and term dates	Details of school session and dates of school term 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

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Complaints	Statement of procedure for dealing with complaints
Staff Appraisal	Statement of procedures adopted by the governing body 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 administrative and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by Department of Education and Skills to the Head Teacher or governing body relating to the curriculum
Admission Policy	Statement of the school's policy on admission

Feedback and Complaints

We welcome any comments or suggestions you may have about our scheme. If you want to make any comments about this publication scheme or if you require any further assistance or you wish to make a complaint, then initially, this should be addressed to Mr Daniel Graney (Head Teacher). 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 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

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Enquiry/information line 01626 545 700

Email: publicatios@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)	Current information will be found on the school website www.edwaltonprimaryschool.co.uk	
Who's who in school	www.edwaltonprimaryschool.co.uk	
Who's who on the governing body and the basis of their appointment	www.edwaltonprimaryschool.co.uk	
Contact details for the Head Teacher and the Governing Body	www.edwaltonprimaryschool.co.uk	
School prospectus	Web and hard copy kept in school	
School session times and term dates	www.edwaltonprimaryschool.co.uk	
Instrument of Governance	Hard copy in school	
Staffing Structure	Hard copy in school	

Information to be published	How the information can be obtained	Cost
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	Hard copy in school	
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	

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Staffing and grading structure	Hard copy in school	
Governors allowances	Hard copy in school	

Information to be published	How the information can be obtained	
Class 3- What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
Latest OFSTED report	Website	
Appraisal Policy and procedures adopted by the governing body	Hard copy in school	
School future plans	Hard copy in school	
Policies and Procedures	Hard copy in school or on website	

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous 3 years as a minimum		
Admissions Policy/decisions (not individual admission decisions)	Website	
Agenda of meetings of governing body and it's sub-committees	Hard copy in school	
Minutes of meetings (as above)	Hard copy in school	

Information to be published	How the information can be obtained	Cost

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Class 5 – Our Policies and Procedures (current written protocols, policies and procedures for delivering our services and responsibilities) Current information		
• Finance and personnel policies including: • Changes and remission • Complaints Procedure • Conduct • DBS • Finance • Flexible working requests • Freedom of Information • Grievance • Maximising Attendance and Managing Sickness absence • Maternity • Maternity and Adoption Support Leave • Pay • Staff Leave and Absence • Staff Appraisal • Statement of Procedures for dealing with allegations against staff • Whistleblowing		
Curriculum policies including: • Administration of Medicines • Admissions • Anti – Bullying • Children in Care • Children Missing Education • Child Protection/Safeguarding • Curriculum Statement	Hard Copy on Website	

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• Early Years Foundation Stage • Homework		
• Equality • E- Safety • Governor Visits • Home/School Agreement • Intimate care of pupils • Management of Outdoor Educational Visits and off site Activities • Positive Handling • Pupil Premium Statement • Pupil Discipline including Self Esteem and Positive Behaviour and Exclusions • SEND and Inclusion	Hard copy on Website	
Premises Policies including: • Accessibility Plan • Emergency Procedure and Management Plan • Health and Safety including Risk Assessments • Lettings • Security including lone workers	Hard copy on website	
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.	Website	

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Charging policies include charges made for information routinely published. It clearly states what costs are to be recovered and the basis on which they are calculated.		

Information to be published	**How the information can be obtained**	
Class 6- Lists and Registers –currently maintained lists and registers only • Curriculum circulars and statutory instruments • Disclosure logs • Asset register • Any information the school is currently legally required to hold in publically available registers (**This does not include the attendance register)**	Hard copy only	
Information to be published	**How the information can be obtained**	**Cost**
Class 7 – The Services – information about the services we offer, including leaflets, guidance and newsletters produced for public and businesses) Current information only: • Extra- curricular activities • Out of School clubs • School Publications • Services for which the school is entitled to recover a fee, together with those fees.	Hard copy in school or on website	

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SCHEDULE OF CHARGES

Information to be published	How the information can be obtained	Cost
Disbursement Cost	Photocopying/Printing 5p per sheet (black and white)	5p per sheet
	Photocopying/Printing 10 p per sheet (colour)	10p per sheet
	Postage	Actual cost of Royal Mail standard second class postage
Statutory Fee		In accordance with relevant legislation

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