

# Surrey Hills All Saints Primary School



## Freedom of Information Policy

**Approved by:** IEB

**Date:** 21st May 2018

**Last reviewed on:**

**Next review due by:** May 2020

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**This is Surrey Hills CE Primary School’s 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.**

The governing body is responsible for maintenance of this scheme.

Surrey Hills CE 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 Surrey Hills Data Protection Policy.

### **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 format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

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

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school.

Some information, which we hold, may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

## 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 7 of this scheme.

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

*School Information* – information published on the school website and in the school handbook.

*Governors' Documents* – information published about the school profile (such as on "Get Information About Schools") and in other governing body documents.

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.

*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 or letter. Contact details are set out below.

tel: 01306 881136

e-mail: [data@surreyhills.surrey.sch.uk](mailto:data@surreyhills.surrey.sch.uk)

address: Surrey Hills CE Primary School, School Lane, Westcott, Dorking, Surrey , RH4 3QF

To help us process your request quickly, please clearly mark any correspondence

**"FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and it isn't on our website you can still contact the school to ask if we have it.

The school will supply data requested within 20 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 ten 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 to allow the school to exceed the overall 20 day deadline.

## 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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 7. If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), 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.

## **5. Applying Exemptions**

A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.

The decision to apply absolute exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other Governors, Headteacher, School Business Manager.

Even if the group decides information should not be disclosed, a public interest test should be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.

Advice should be sought from Learning and Culture's Data Protection and Freedom of Information Manager or Legal Services if there is any doubt as to whether information should be disclosed.

## **6. Logging Requests Received**

Surrey Hills will keep a record (See Appendix 1) 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 day deadline.

A senior member of staff (Headteacher/School Business Manager) will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database.

Persons requesting data will be supplied with a copy of our complaints procedure.

Copies of data supplied should be retained for two years from the date it was put into the public domain.

## 7. Classes of Information Currently Published

**School Information** – this section sets out information published.

Class	Description
School Information	<ul style="list-style-type: none"> <li>• The name, address, website and telephone number of the school, and the type of school</li> <li>• The name of the headteacher</li> <li>• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupil</li> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• The arrangements for visits to the school by prospective parents</li> <li>• Information on the school policy on admissions</li> <li>• a statement of the school's aims</li> <li>• National Curriculum assessment results for key stage 1 &amp; 2, with national summary figures</li> <li>• Latest Ofsted report – November 2017</li> <li>• New parents' pack which is given to parents when their children start at the school</li> </ul>

### Governors' Documents

Governors' Documents Instrument of Government and Constitution Details	<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 any body 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>
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees that are within the public domain

**Pupils & Curriculum Policies** - This section gives access to information about policies

that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
Home – school agreement and Home Learning Guidelines	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy Teaching & Learning Policy and EYFS	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationships & Sex Education Policy	Statement of policy with regard to relationship and sex education
Special Education Needs Policy  SEND Information Report  Waves of Provision	Information about the school's policy on providing for pupils with special educational needs
RE Policy	Information on the school's policy and the right of parents to withdraw children
Trips & Visits Policy	Information on the school's policy on educational visits
Acceptable Use and E-Safety Policy	Information on the school's policy on internet safety
Complaints Policy	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern. The leaflet is available for parents in the entrance to the school office
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
Equalities – public Sector Equality Duty and Policy	Statement of policy for promoting equality, including race and gender equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school, including procedures for allegations for abuse against staff
Anti bullying Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying
Attendance Policy	Statement of Policy regarding pupil attendance at school
Supporting Pupils with medical conditions  Intimate Care Policy	Statement of policy with regard to children who are unwell and to clarify the responsibilities for the medical or wellbeing care of pupils
Other documents	Many other policies and documents are available on request

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the letter to the children from the lead inspector

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 assessments	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 Policy	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher 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
Safer Recruitment Policy	Statement of policy regarding recruitment of all school staff
Attendance Management Policy & Procedure	Procedures for recording and dealing with staff absences
Special Leave Policy	Statement of policy regarding leave of absence
Pay Policy	Statement of policy regarding staff pay
Whistleblowing (or Confidential Reporting) Policy	Statement of policy regarding reporting unacceptable practice or behaviour where the welfare of children, staff or public may be at risk
Allegations of abuse against staff	Procedures for allegations of abuse against staff



Other documents	Many other policies and documents are available on request
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## 8. 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 Clerk to the Governing Body.

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 545 700**

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

**Website: <https://ico.org.uk/>**

## APPENDIX 1 – SURREY HILLS LOG OF REQUESTS RECEIVED

Date the request was received		Name & contact details of the person or organisation making the request	Date the request was fulfilled or refused	Reason for any exemption being applied	Reason for any failure to meet the 20 day deadline
Date	Name of staff recording request				