

# Halton Lodge Primary School



# Freedom of Information Policy

**Reviewed: January 2016**

**Approved by governors: Summer Term 2016**

**Date of next review: Autumn Term 2018**

# Freedom of Information Policy

## HALTON LODGE PRIMARY SCHOOL



### 1. Introduction

Halton Lodge Primary School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the conditions based on our duties under the Freedom of Information Act 2000. This policy outlines our response to the Act and provides a framework for managing requests.

### 2. Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded 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.

### 3. Dealing with Requests

Our school will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. Any request in writing will be considered a Freedom of Information request including those received by email and fax. If you require a paper version of any of the documents within the scheme, please contact the school:

Halton Lodge Primary School  
Grangeway  
Runcorn  
WA7 5LU

Email: [sec.haltonlodge@halton.gov.uk](mailto:sec.haltonlodge@halton.gov.uk)  
Telephone Number: 01928 564053  
Web Site: [www.haltonlodge.halton.sch.uk](http://www.haltonlodge.halton.sch.uk)

We may be unable to provide the information you request for the following reasons:

- We do not hold the information;
- We are applying an exemption to the disclosure; and
- The cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum amount (currently £450). This figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information. If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.

The School will seek advice from the Local Authority's Information Governance Manager as necessary to clarify any points or to help resolve any disputes over information requests.

### 4. Adopting and Maintaining Publication Schemes

Halton Lodge Primary School has adopted a Publication Scheme (see below) in accordance with Section 19 of the Freedom of Information Act; and is committed to updating and maintaining it to keep it current and relevant. 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. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

## **5. Relationship with the Data Protection Act 1998**

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

## **6. Responsibilities**

Halton Lodge Primary School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body and the Headteacher. 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 records management policies and procedures as appropriate to their post.

## **7. Contact Details**

If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:

The Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: ( 01625) 545700 – Helpline is open from 9am to 5pm, Monday to Friday  
Fax: ( 01625) 524510  
Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

## HALTON LODGE PRIMARY SCHOOL PUBLICATION SCHEME

### 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 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 which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form. 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. 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 organised into four broad topic areas:

- ***School Prospectus/Website*** – information published in the school prospectus and on the website.
- ***Governors' Documents*** – information published in the governing body documents.
- ***Pupils & 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.

### 3. Classes of Information Currently Published

School Website – this section sets out information published on the school website and corresponds to the Department for Education's statutory guidance to schools of what should be published on school's website:

School contact details

- Admissions Arrangements
- OfSTED reports
- A link to performance tables
- Curriculum
- Behaviour Policy
- Pupil Premium
- PE and Sports Premium
- Special Educational need (SEN) Report
- Charging and Remissions Policy
- Values and Ethos

This policy also represents our statutory obligation to provide copies of information from our website upon request.

Our website also contains more information about our school such as:

- Class Description
- School Prospectus
- the names of the headteacher and governors
- National Curriculum assessment results for KS1, the Year 1 phonics test and foundation stage results
- A 'contact us' form
- Information on our governing body

### **Information relating to the governing body:**

- 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.
- Class Description
- Part 1 Minutes\* of meetings of the governing body and its committees
- Agreed minutes of meetings of the governing body and its committees

\*Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

### **Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.**

- Class Description
- Home – School Agreement
- 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 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 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.
- Single 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.
- Whole School Behaviour Policy of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying.

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

- 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
- Post-Ofsted inspection action plan
- A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
- 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
- Details of school session and dates of school terms and holidays Health and Safety Policy and risk assessment  
Complaints Procedure Statement of procedures for dealing with complaints Appraisal of Staff Policy

### **Staff Conduct,**

- Discipline, Grievance and Whistleblowing

- 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 headteacher or governing body relating to the curriculum
- Other documents

A list of other documents that are held by the school is available on request.

## **CHARGES**

The general charge for photocopying, printing and faxing or emailing information as an attachment is *10p* per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information. In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, video or audio cassette;
- translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

## **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 Chair of Governors at the address given above.