



Madley Primary School

Freedom of Information Policy

Date established by governing body

Autumn Term 2022

Review date

Autumn Term 2023

CONTENTS

PUBLICATION SCHEME AND DATA INFORMATION	3
INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED.....	3
AIMS AND OBJECTIVES.....	3
CATEGORIES OF INFORMATION PUBLISHED	3
HOW TO REQUEST INFORMATION	3
PAYING FOR INFORMATION.....	4
CLASSES OF INFORMATION CURRENTLY AVAILABLE.	4
MAINTAINED PRIMARY SCHOOL POLICIES.....	5
COMPLAINTS AND FEEDBACK.....	5
MONITORING AND REVIEW	6
APPENDIX1	7
PRIVACY NOTICE - DATA PROTECTION ACT 1998	7
IN ADDITION FOR SECONDARY AND MIDDLE DEEMED SECONDARY SCHOOLS.....	7

PUBLICATION SCHEME AND DATA INFORMATION

1. This publication scheme conforms to the model scheme for maintained schools approved by the Information Commissioner. The Headteacher and Governing Body are responsible for maintenance of this scheme.

INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

2. 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 nursery and primary schools, should be clear and proactive about the information they will make public.

3. 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.

4. 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 from the school admin office.

5. Some information which we hold may not be made public, for example personal information.

AIMS AND OBJECTIVES

6. Madley Primary School aims to:

- Give children an excellent start in education so that they have a better foundation for learning,
- Enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work,
- And this publication scheme is a means of showing how we are pursuing these aims.

CATEGORIES OF INFORMATION PUBLISHED

7. 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 three broad topics areas:

- Governors Documents
- Children and Families Information and Policies
- Madley Primary School Policies

HOW TO REQUEST INFORMATION

8. As much information as possible is available to download from the school website. If the information you're looking for isn't on our website, or you require a paper copy, please direct your enquiries to the school admin office.

Email: admin@madley.hereford.sch.uk or telephone 01981 250241

Contact Address: Madley Primary School, Madley, Herefordshire, HR2 9PH

9. To help us process your request quickly, please clearly mark any correspondence **“PUBLICATIONS SCHEME REQUEST”** (in **bold** CAPITALS please)

PAYING FOR INFORMATION

10. Information is provided free unless stated otherwise. You may expect to pay for priced items such as some printed publications or printed reports. Where there is a charge this will be agreed by the Headteacher and governing body. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

CLASSES OF INFORMATION CURRENTLY AVAILABLE.

11. **Governor’s information relating to the governing body**– this section sets out information used by the governing body which can be viewed on request.

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 any person entitled to appoint any category of governor A description of our ethos. The date the instrument takes effect
Minutes ¹ of Governing Body and committees meetings	Minutes of meetings of the governing body and of its committees
School prospectus	This is on the school website and is reviewed regularly. We do not usually provide paper copies but will do so happily, by request.
Register of business interests	All governors complete this register annually and declare any interest (subject to agenda items) at the beginning of every meeting.

12. **Children, families and curriculum policies** - this section gives access to information about policies that relate to pupils and the school curriculum.

Policy
Behaviour Management and Anti-Bullying Policy
Sex and Relationship Education Policy

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

MAINTAINED PRIMARY SCHOOL POLICIES

13. This section gives access to information about policies that relate to the school.

Class
Published reports of HM Inspectors
Charging and Remissions Policies
Admissions Information
Special Educational Needs and Inclusion Policy
Accessibility Plans
Data Protection Policy
Health and Safety Policy
Safeguarding and Child Protection Policy
Race Equality
Equal Opportunities Policy
Complaints Procedure
Performance Management of Staff
Staff Capability

14. The school has an on-going commitment to make as much information available on our website as possible. Parents can view the mandatory policies, newsletters, curriculum updates, letters to parents, pupil premium and sports premium reports and the SEN Local Offer at www.madleyprimaryschool.co.uk

COMPLAINTS AND FEEDBACK

15. 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 need to make a complaint then initially this should be addressed to Mr Lee Batstone, Headteacher.

16. 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 Office of the Information Commissioner. 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 545 745
Website: www.informationcommissioner.gov.uk

MONITORING AND REVIEW

This policy will be reviewed at any time on a request from the governors, a change in the council guidance or at least once every year.

APPENDIX1

PRIVACY NOTICE - DATA PROTECTION ACT 1998

Madley Primary School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information² and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

IN ADDITION FOR SECONDARY AND MIDDLE DEEMED SECONDARY SCHOOLS

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform *(Insert name of School Administrator)* if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the school admin team by email at admin@madley.hereford.sch.uk or by calling the school office on 01981 250241.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<https://www.herefordshire.gov.uk/education-and-learning/schools/school-management/managing-pupil-information/>

and

² Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information.
Please contact the LA or DfE as follows:

- **Mr Anthony Sawyer**
Information Governance Principal Officer
Modern Records Unit
Merchant House
Burcott Road
Hereford
HR4 9LW
Tel: 01432 260000

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288