



NETHERAVON ALL SAINTS C of E PRIMARY SCHOOL

High Street
Netheravon
Salisbury
Wiltshire
SP4 9PJ

Freedom of Information Policy

Date Approved:	April 2014
Date of Review:	April 2017
Signed:	File copy signed
Position:	Chair of Governors

1. Introduction

1.1 Netheravon All Saints C of E Primary School is committed to the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.

2. Background

2.1 The FOIA gives the public the right of access to information held by public authorities and requires public authorities to make this information available. The intention of the Act is to increase visibility into the work of public bodies, to ensure that policymaking processes are fair, democratic and open.

2.2 Academies, by virtue of the Academies Act 2010, are subject to the FOIA. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

2.3 The information which the school routinely makes available to the public is included in the Publication Scheme. Requests for other information will be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive so there are exemptions to protect this information.

2.4 The FOIA requires all public authorities to produce a publication scheme that specifies the classes of information which the public authority publishes or intends to publish. To comply with the FOIA, the publication scheme sets out:

- *The classes of information which we publish or intend to publish;*
- *How you can access the information; and*
- *Whether the information is available free of charge or on payment.*

2.5 In May 2008 the Information Commissioners Office (ICO) issued guidance on new model publication schemes, which public authorities were being encouraged to adopt from 1 January 2009.

3. Obligations and Duties

3.1 Netheravon All Saints C of E Primary School recognises its duty to :-

- Provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information, and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.

- Tell enquirers whether or not we hold the information they are requesting, and provide access to the information we hold in accordance with the procedures laid down

4. Publication Scheme

4.1 Netheravon All Saints C of E Primary School has adopted the Model Publication Scheme for Schools approved by the Information Commissioner. (Appendix 1)

4.2 The Publication Scheme and the materials it covers will be readily available from the School office. It will also be published on our website www.allsaints-netheravon.wilts.sch.uk

4.3 The Governing Body delegates the routine management of this publication to the Head Teacher to ensure that all relevant information maintained is current and publications not specifically mentioned are included where appropriate within the spirit of the act.

4.4 The Act is fully retrospective, so that any past records which the school holds are covered by the Act. It is an offence to wilfully conceal damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

5. Charging

5.1 We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

5.2 The Governing body agrees that Netheravon All Saints C of E Primary School may respond to most requests free of charge. Where significant costs are to be incurred the Governing Body reserves the right to charge a fee for complying with requests for information under FOIA. The fees will be calculated according to FOIA regulations, and the person notified of the charge before information is supplied.

6. Responsibilities

6.1 The Governing Body delegates the day-to-day responsibility for compliance with the FOIA to the Head Teacher.

7. Complaints

7.1 Any comments or complaints will be dealt with through the school's normal complaints procedure. If on investigation the school's original decision is upheld, the complainant will be informed of their right to appeal to the Information Commissioner's office.

7.2 Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Appendix 1 Netheravon All Saints C of E Primary School's Publication Scheme

1. Aims and Mission Statement

1.1 The governors and staff are committed to providing the highest quality education for every child in our care. We intend to enable each child to realize his/her full academic, creative and physical potential and to develop positive social and moral values within a Christian context. We believe that children staff and parents should be part of a happy, caring environment. To achieve this we aim to:

- provide a stimulating learning environment;
- have high expectations of work and behaviour;
- teach the National Curriculum using a planned approach which builds on a child's knowledge, experience and understanding of the world;
- foster firm and fair discipline;
- encourage sensitivity, tolerance, independence, self-esteem, cooperation and humour;
- require children to develop respect, empathy, compassion and honesty in their relationships;
- develop positive attitudes towards gender, non-violence and disability;
- enable children to understand and make a contribution towards preserving the physical environment;
- ensure that children appreciate and value our multi-cultural society.

Mission Statement

Our school recognizes its historic foundation and strives to develop its religious character in accordance with the principles of the church at parish and diocesan level.

We aim to **serve** the community by providing education of the highest quality within the context of Christian belief and practice.

We encourage an understanding of the meaning and significance of faith and promote Christian values through the experience we offer all our pupils.

2. Categories of information published

2.1 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.

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

- **Governors' Documents** Information published in Academy Trust and Governing Body documents.
- **Statutory Pupils & Curriculum** Information about statutory policies that relate to pupils and the school curriculum.
- **Statutory School Policies and other information related to the school** Information about statutory policies that relate to the school in general.
- **Non-Statutory Policies and other information related to the school** Information about non-statutory policies that relate to pupils and the school curriculum.

3. How to request information

3.1 In the first instance please refer to the school's website

www.allsaints-netheravon.wilts.sch.uk

If you have difficulty locating the information, please contact the school by telephone, email, or letter. Contact details are set out below:

Email: admin@allsaints-netheravon.wilts.sch.uk

Tel: 01980 670339

Contact Address: Netheravon All Saints CE Primary School, High Street, Netheravon, Salisbury, Wiltshire, SP4 9PJ

To help us process your request efficiently, please clearly mark any correspondence **'PUBLICATION SCHEME REQUEST'**.

If the information you're looking for is not routinely available, you can still contact the school to ask if we are able to provide it.

School Website – this section sets out the information published on the school website.

Class	Description
School Website	<ul style="list-style-type: none"> • Contact details of the school • History of the school • A statement of the school's ethos and values • School organisation • Staff names and titles • Governor names and designation • Uniform • Absence • Emergency Closure • Pupil Premium allocation, use and impact on attainment • Curriculum provision, content and approach, by academic year and by subject • E-safety advice • Music Tuition • Advice and information on phonics, including schemes used • Advice on supporting your child with reading in 'Let's Get Reading' • Advice on supporting your child with mathematics, 'Maths at All Saints' • PE and School Sport Offer and Sports Premium allocation and use • Details of the school's latest Key Stage 2 attainment and progress measures • Links to Ofsted reports and to the Department for Education's achievement and attainment performance data
	<ul style="list-style-type: none"> ? Equality Information and Objective ? The Plains Schools Partnership ? Information for Service families ? Extended School Services ? School Meals ? Cool Milk for School ? Newsletters ? Calendar of events ? Statutory and non-statutory policies

Netheravon All Saints Academy Trust and Governing Body Information - this section sets out the information published in Governing Body and Academy Trust documents.

Class	Description
Memorandum and Articles of Association	The Academy Trust is a Company incorporated in England and Wales, limited by guarantee with registered Company number 8929419. (Information available through Companies House).
Instrument of Government	<ul style="list-style-type: none"> • 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 • Details of the academy trust • The name of any body entitled to appoint any category of governor • The term of office of each category of governor if less than 4 years • A description of the ethos • The date the instrument takes effect
Public minutes of meetings of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) N.B. Minutes dealing with confidential issues, e.g. child protection or personal issues where individuals can be identified, are exempt.

Pupils and statutory curriculum policies – This section gives access to information about statutory 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 and Golden Rules, the parental responsibilities and the school’s expectations of its pupils.
Admissions Policy	Statement and procedures for the admittance of pupils to Reception Class and other year groups, including in-year entry.
Early Years Policy	Information about the school’s policy on providing for pupils in the early years, i.e. Reception Class.
Special Educational Needs Policy	Information about the school’s policy on providing for pupils with special educational needs.
Behaviour Policy	Information about the school’s policy on pupil behaviour and school discipline.
Sex and Relationships Policy	Information about the school’s policy on sex and relationships education.

Other statutory school policies and other information related to the school – This section gives access to information about statutory policies that relate to the school in general.

Class	Description
Charging and Remissions Policy	A statement of the school's policy with regard to charges and remissions for any optional extra or board and lodging for which charges are permitted, e.g. music tuition, trips.
Health and Safety Policy	A statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for implementing the policy.
Premises Management Documents	For example, Risk Assessments, Asset Register, Health and Safety Reports by competent persons, Accident Books, Safety Logs etc.
Complaints Procedure	Statement of procedures for dealing with complaints and reference to the DfE 'School Complaints Procedure 2011'.
Child Protection	Information about the school's policy on safeguarding and child protection, in line with Wiltshire Council requirements.
Single Central Record of Recruitment and Vetting Checks	A record of recruitment and vetting checks on all individuals who work with pupils in line with Wiltshire Safeguarding Board requirements. N.B. Confidential information is exempt.
Statement of Procedures for Dealing with Allegations of Abuse against Staff	Statement of procedures for dealing with allegations of abuse against staff and reference to the DfE Guidance 2012 'Dealing with Allegations of Abuse against Teachers and Other Staff'.
Data Protection Policy	Statement of policy relating to rights and procedures under the Data Protection Act (1998).
Freedom of Information Policy	Statement of policy relating to rights and procedures under the freedom of Information Act (2000).
Equality Information and Objective	Information on the school's response to the public sector equality duty.
Accessibility Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improving provision for disabled pupils and improving the accessibility of the physical environment for all disabled users of the school site.
Capability of Staff	Statement and procedures for regulating the capability of school staff. N.B. Confidential information is exempt.
Register of Pupils' Attendance	Electronic attendance register for all pupils on roll by session. N.B. Confidential information is exempt.
Teacher Appraisal	Statement and procedures relating to the performance management of staff. N.B. Confidential information is exempt.
Teacher's Pay Policy	Statement and procedures relating to the pay of staff.
	N.B. Confidential information is exempt.

Staff Discipline Policy	Statement and procedures for regulating conduct and discipline of school staff. N.B. Confidential information is exempt.
Staff Grievance Policy	Statement and procedures by which staff may seek redress for grievance. N.B. Confidential information is exempt.

Non- Statutory Policies and other information relating to the school - This section gives access to information about non-statutory policies and other information that relates to pupils, staff, governors and the school curriculum.

Class	Description
Anti-Bullying Policy	Statement describes bullying and sets out the school procedure for tackling it.
Anti-cyberbullying Policy	Statement describes cyberbullying and sets out the school procedure for tackling it.
E-safety Policy	Statement and procedure for keeping pupils safe on the Internet.
Complaints against the Curriculum Policy	Statement and procedures by which parents/guardians may make a complaint about the curriculum (Education Act 1996 and School Standards and Framework Act 1998).

N.B. Further information will be added to the above lists as new statutory and non-statutory policies and procedures are reviewed and adopted by the Academy Trust.

Adopted by Netheravon All Saints Academy Trust on 1/4/14