

**Bredenbury Primary School**  
**FREEDOM OF INFORMATION POLICY**

**October 2017**

**Signed and dated:**

**Chair of Governors**

**Headteacher**

**STATUS** - Statutory document

**1. INTRODUCTION**

This is Bredenbury Primary School's Publication Scheme on information available under the Freedom of Information act 2000. This publication scheme conforms to the model scheme schools, approved by the Information Officer.

**2. 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 the 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;
- whether the information is available free of charge or on payment.

The scheme covers information already published and information that is 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.

Reviewed by Staff, Parents and Governors in:	February 2014
Ratified by Governors on:	20.4.2014
Amendments made in:	October 2017
To be reviewed by Staff, Parents, Governors in:	If guidelines change
The Committee responsible for maintaining, monitoring and evaluating the implementation of this policy is:	Finance, Pay & Staffing

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**3. 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.

School Website -	Information published on the School Website.
Governors' documents -	Information published in the School Profile and in other Governing Body documents.
Pupils and curriculum -	Information about policies relating to pupils and the school curriculum including reference to pupil record and incident logs.
School Policies and other information related to the school -	Information about policies that relate to the school in general.

**4. HOW TO MAKE A REQUEST FOR INFORMATION**

If you require a paper version about any documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Telephone:	01885 483235
Email:	admin@bredenbury.hereford.sch.uk
Address:	Bredenbury Primary School Bredenbury Bromyard Herefordshire HR4 4TF

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

**‘FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST’** (in **CAPITALS** please). Please note that in the case of a pupils educational records request (see 6.4 below), a response to your request can take up to 15 school days.

If the information you are looking for is not available via the scheme and it is not on our website, you can still contact the school to ask if we have it.

## **5. PAYING FOR INFORMATION**

Single copies of information covered by this publication are provided free unless stated otherwise in Action 6. If your request means that we have to do a considerable amount 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.

## **6. CLASSES OF INFORMATION CURRENTLY PUBLISHED**

### **6.1 School Website**

<b>School Website</b>	<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>• a statement of the school’s ethos and values</li><li>• information about the school’s policy on providing for pupils with special educational needs</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 Two, with the national summary figures</li><li>• Latest Ofsted Report</li></ul>
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**6.2 New Starter Information**

The information is sent with the letter offering a place. This is usually the end of February in the year of admission (timing depends on guidance from Herefordshire County Council).

<b>Class</b>	<b>Description</b>
<b>New Starter Information</b>	<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>• School term dates, times, attendance and punctuality;</li><li>• Names of Staff and Governors</li><li>• Uniform list</li></ul>

**6.3 The School Profile and other information relating to the Governing Body.**

This section sets out information published in the School Profile and in other Governing Body documents,

<b>Class</b>	<b>Description</b>
<b>The School Profile</b>	<p>The Statutory contents of the School Profile are as follows:</p> <ul style="list-style-type: none"><li>• What have been our successes this year?</li><li>• What are we trying to improve?</li><li>• How have our results changed over time?</li><li>• How are we sure that we are meeting the needs of the individual pupils?</li><li>• How do we make sure our pupils are healthy, safe and well supported</li><li>• What activities are available to pupils?</li><li>• How are we working with parents and the community?</li><li>• What have pupils told us about the school, and what have</li></ul>

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	<p>we done as a result?</p> <ul style="list-style-type: none"> <li>• What do our pupils do after leaving this school?</li> <li>• What have we done in response to Ofsted?</li> </ul>
<b>Instrument of Government and Constitutional Details</b>	<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 anybody entitled to appoint any category of governor</li> <li>• Details of ant 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>
<b>Meetings of meetings of the governing body and its committees</b>	<ul style="list-style-type: none"> <li>• Agreed minutes of meetings of the governing body and its committees (<i>current and last full academic year</i>).</li> </ul>

### **6.4 Pupil Data and Curriculum Policies**

This section gives access to information about pupil data and policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Descriptions</b>
Pupil's Educational Record	<p>This covers information such as the record of pupil's academic achievements as well as any correspondence from teachers, local education authority employees and educational psychologists engaged by the school's governing body.</p> <p>In certain exceptional circumstances the school can withhold an educational record; for example, where the information might cause harm</p>

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	to the physical or mental health of the pupil or any other individual.
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 e.g. homework arrangements.
Curriculum Statement	Statement on following the policy for the National Curriculum 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 Educational Needs Policy	Information about the school’s policy on providing for pupils with special educational needs.
RE Policy	Information on the school’s policy on and the right of parents to withdraw children.
Accessibility Plan	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.
Race Equality Policy	Statement of policy for promoting race equality (to be found in Equality Policy).
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying.

**6.5 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 Policy	A statement of the school’s policy with respect to charges and remissions for any optional extra or board and lodging for which

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	charges are permitted, for example school publications, music tuition, trips.
School session times and term dates	Details of school sessions and dates of school terms 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.
Parental Concerns Policy	Statement of procedures for dealing with complaints.
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the headteacher on effectiveness of appraisal procedure.
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.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of education and Skills to the headteacher or governing body relating to the curriculum.

## **7. WITHHOLDING INFORMATION**

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;

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- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

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 as necessary to clarify any points or to help resolve any disputes over information requests.

## **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 address should be addressed to

**The Headteacher**  
**Bredenbury Primary School**

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 Chair of Governor's c/o Bredenbury Primary School. If this does not resolve the issue you may submit a formal complaint 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's Office,

Wycliffe House

Water Lane

Wilmslow

Cheshire

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SK9 5AF

Tel: 0303 123 1113 (local call) or 01625 545 745 if you prefer to use national rate number

Fax 01625 524 510

[casework@ico.org.uk](mailto:casework@ico.org.uk)

## **9. SAFEGUARDING**

Bredenbury Primary School has a duty of care and responsibility towards pupils, parents/carers and staff. The care and safety of the individual is the key issue behind this document.