



## Freedom of Information Policy

<b>Date Ratified</b>	<b>Review Date</b>
March 2017	March 2020

### Revision History

<b>Date of Revision</b>	<b>Summary of Changes</b>	<b>Approved</b>	<b>Approved</b>

Mossley CE Primary



## Freedom of Information Policy

### Introduction

The Freedom of Information Act 2000 requires all public authorities, including all maintained schools, to be clear and proactive about the information they will make public and to set out how such information may be obtained.

### Aims and objectives

- \* The classes of information the school is or is intending to publish
- \* The manner in which such information will be published
- \* Details of information that is not published but may be requested
- \* Whether or not such information will be available free of charge

All the information referred to in this policy document, **with the exception of confidential information**, is, or will be, available on the school website to download or can be made available in paper form if required.

The school reserves the right not to publish certain types of information e.g. personal information where it would be inappropriate to do so.

This policy document meets the requirements for schools approved by the Information Commissioner's Office (ICO) and commits us to:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### Categories of information published

The information published by the school is divided into 7 classes as set out below, each class covering a broad topic area.

#### 1. Who we are and what we do

### Instrument of government

This gives details of how the school is organised, information regarding Governors and their appointment and the religious ethos of the school.



## **School Prospectus**

Contains all the statutory information required in a school prospectus and such other information that is included in the school prospectus that is appropriate e.g. name and address of school, names of key personnel, number of pupils on roll, National Curriculum Key stage assessments.

### **Governing Board**

The names and contact details of the governors are available and the basis upon which they have been appointed.

### **School session times and term time dates**

Details of school session times and dates of school terms and holidays.

### **Location and contact information**

The address, telephone number and website for the school together with the names of key personnel.

## **2. What we spend and how we spend it**

Financial information for the current and previous two financial years (minimum) is available.

### **• Annual budget plan and financial statements**

Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.

### **• Capital funding**

Details of the capital funding allocated to the school together with information on related building projects and other capital projects.

### **• Additional Funding**

Income generation schemes and other sources of funding.

### **• Procurement and contracts**

Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

### **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

### **• Staffing and grading structure**

### **• Governors' allowances**

Details of allowances and expenses that can be claimed or incurred.

## **3. What our priorities are and how we are doing it**

### **School profile**

- Government-supplied performance data
- Latest Ofsted report

### **• Performance management information**

Performance management policy and procedures adopted by the governing body.

### **• Schools future plans**



Any major proposals for the future of the school involving, for example, consultation or a change in school status.

- **Safeguarding and child protection**

The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

#### 4. How we make decisions

Information in this class is available for the current and previous three years.

- **Admissions policy / decisions**

The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.

- **Minutes of meetings of the Governing Board**

Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

#### 5. Our policies and procedures

- School policies**

This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.

- Pupil and Curriculum policies**

This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.

- Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- Equality and diversity**

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- Policies and procedures for the recruitment of staff**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

- **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated



## 6. Lists and registers

- **Curriculum circulars and statutory instruments**

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

- **Disclosure logs**

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

- **Asset register**

- **Any information the school is currently legally required to hold in publicly available registers**

## 7. The services we offer

Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:

- **Extra-curricular activities**

- **Out of school clubs**

- **School publications**

- **Services for which the school is entitled to recover a fee, together with those fees**

- **Leaflets, booklets and newsletters**

### **Information available but not published**

In some instances information may be available that it would be inappropriate to publish in an unrestricted manner e.g. pupil performance information. Such information may be requested as set out below and will be made available provided the school is satisfied the applicant has a bona fide reasons for seeking the information e.g. parents, statutory body, to meet legal requirements etc.

For information not published on

Mossleyce.cheshire.sch.uk or for paper copies of information the school should be contacted by one of the following means:

Letter: Mossley C E Primary School, Boundary Lane, Congleton , Cheshire, CW12 3JA

Telephone: 01260272451

Email: admin@mossleyce.cheshire.sch.uk

Web: www.mossleyce.cheshire.sch.uk

To assist in the speedy processing of your application please mark your request "**PUBLICATION SCHEME REQUEST**". We will reply within 20 days as directed by the Information Commissioner's Office.

In accordance with guidance from the ICO, parents may request in writing to see their child's educational records with 24 hours notice through the School Office who will contact the Chair of



Governors. Access to all other information may be requested through the Class teacher.

### **Paying for information**

Information on [mossleyce.cheshire.sch.uk](http://mossleyce.cheshire.sch.uk) is free although you may incur costs from your Internet provider. You can also access the school website by using the services of a local library or an Internet café.

Single copies of information on paper will normally be provided free of charge unless a request requires a larger amount of photocopying, printing, a high postal charge or requires the school to make a payment for or to secure the information in which case a charge may be levied in accordance with the guidance published by the information commissioner.

In the event that a charge is required you will be advised before we begin collating the information requested. Likewise you will be advised if the information you have requested is unavailable or the school feels that the release of the information would be inconsistent with the requirements of this policy because of the nature of personal or confidential information that would be revealed.

### **Feedback and complaints**

The school welcomes comments and suggestions regarding this policy and the availability of information. Should you wish to make and comments about this scheme, require further assistance or wish to make a complaint then initially this should be addressed to:

**The Head teacher, Mossley C E Primary School, Boundary Lane, Congleton Cheshire, CW12 3JA.**

In the event that you are not satisfied with the assistance you receive or the manner in which your complaint is addressed you may make a formal complaint to the Information Commissioners Office in accordance with the Freedom of Information Act 2000 as set out below:

Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 01625 545700

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)