

# RISE PARK PRIMARY AND NURSERY SCHOOL



## FREEDOM OF INFORMATION POLICY

Signed M Wilson Chair of Governors  
MATT WILSON

Date 3/3/2017

# Rise Park Primary & Nursery School

## FREEDOM OF INFORMATION POLICY

### Aims and Objectives

One of the aims of the Freedom of Information Act 2000 (FOIA) 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 that 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 that 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. The Governing Body is responsible for maintenance of this scheme.

The school aims to:

- enable every child to fulfill their learning potential, with education that meets the needs of each child,
- help every child develop 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

The publication scheme guides you to information which we currently publish 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** – information published in the school prospectus.
- **Governors' Documents** - information published in the School Profile and in other 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.

### How to request information

Many of the documents are available on our website. You will find our website at

<http://www.riseparkprimaryschool.co.uk>

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

Email: [admin@risepark.nottingham.sch.uk](mailto:admin@risepark.nottingham.sch.uk)

Tel: 0115 9153775

Contact Address: Rise Park Primary and Nursery School, Bestwood Park Drive West, Rise Park, Nottingham, Nottinghamshire, NG5 5EL

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

**"PUBLICATION SCHEME REQUEST"**

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

### Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. Single copies of information covered by this publication are provided free unless stated otherwise. If your request requires a lot 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.

## **Classes of Information Currently Published**

### **Who we are and what we do**

Organisational information, structures, locations and contacts

- *Instrument of Government*  
The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.
- *School prospectus*  
The statutory contents of the school prospectus, as follows:
  - information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
  - a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.Once the prospectus has been published and made available to parents, access to it should be available to anyone.
- *Annual Report*  
Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.
- *Governing Body*  
The names, and contact details of the governors should be available and the basis on which they have been appointed.
- *School session times and term 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.

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

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- *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.

### **What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

- *School profile*
  - Government-supplied performance data
  - Summary of latest Ofsted report\*
  - The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community (\* the full Ofsted report should also be available.)
- *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.
- *Every Child Matters / Child protection*  
The contribution of the school to the five Every Child Matters outcomes. 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.

### **How we make decisions**

Decision-making processes and records of decisions, 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 body and its sub-committees*  
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.

### **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

- *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.

### **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*  
We would expect some information from capital asset registers to be available, if such registers are held.
- *Any information the school is currently legally required to hold in publicly available registers*

### **The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters.

- *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*

### **Public Interest Test**

Unless it is in the public interest to withhold information, it has to be released. We will apply the Public Interest Test before any qualified exemptions are applied.

### **Exemptions**

Certain information is subject to either absolute or qualified exemptions. When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal. The register will be retained for 5 years.

### **Complaints**

Any comments or complaints will be dealt with through the school's normal complaints procedure. We will aim to determine all complaints within 10 days of receipt. We will publish information on our success rate in meeting this target. The school will maintain records of all complaints and their outcome. If on investigation the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's office.

Appeals should be made in writing to the Information Commissioner's office.

FOI/EIR Complaints Resolution

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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

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

*Review Date : 03/03/20*