

# **FREEDOM OF INFORMATION**

## **Publication scheme**

**This policy should be carried out in the context of and in conjunction with Dale Hall CP School's Safeguarding Policy.**

### **1. Introduction**

This is the Dale Hall Community Primary School Publication Scheme on information available under the Freedom of Information Act 2000.

- One of the aims of the Freedom of Information Act 2000, 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, which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off or available in paper form.

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

This document uses the template for Primary Schools found at:

<http://www.ico.org.uk/>

and has been personalised for this school's details

This policy was re-adopted at the Personnel Committee meeting held on **21** June 2022

### **Access to a pupil's personal information**

There are two distinct rights to information held by schools about pupils.

1. The subject access right – a pupil has the right to a copy of their own information. In certain circumstances requests may be made by a parent on behalf of their child.
2. Rights to the educational record – under the Education (Pupil Information) (England) Regulations 2005, referred to here as the Regulations, a parent has the right to access their child's educational record.

Subject Access Rights are granted as part of the General Data Protection Regulations. Further details can be found in our Data Protection Policy regarding Rights to both educational record and personal information.

Should you need more detailed advice or wish to make an information request, please contact the school.

### 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.

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 – *Minutes of meetings*
- 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

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, or you can visit our website at:

[www.dalehall.suffolk.sch.uk](http://www.dalehall.suffolk.sch.uk)

Email: **office@dalehall.suffolk.sch.uk**

Tel: **01473 251651**

Fax: **01473 251752**

Contact Address: **Dale Hall Lane, Ipswich, Suffolk, IP1 4LX**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're 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.

### Classes of information currently published/available on request

#### School Prospectus

This section sets out information published in the school prospectus.

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):  the name, address and telephone number of the school, and the type of school

	the names of the head teacher and chair of governors information on the school policy on admissions a statement of the school's ethos and values details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils information about the school's policy on providing for pupils with special educational needs number of pupils on roll and rates of pupils' authorised and unauthorised absences National Curriculum assessment results for appropriate Key Stages, with national summary figures the arrangements for visits to the school by prospective parents
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### Information relating to the governing body

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 anybody entitled to appoint any category of governor Details of any trust If the school has a religious character, a description of the ethos The date the instrument takes effect
Minutes of meeting 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] A public copy of these documents is available in the school office

### Pupils & Curriculum Information and Policies

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

Class	Description
Curriculum Information	Information on curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex and Relationships Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	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 Statement	Statement of policy for promoting race equality
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 Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

### **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 summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Complaints procedure	Statement of procedures for dealing with complaints

### **Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do 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. Where there is a charge this will be indicated by a £ sign in the description box.

## Can a charge be made for accessing personal information?

If a pupil or parent acting on their behalf requests makes a subject access request for personal information containing, in whole or part, the 'educational record', the amount that can be charged depends on the number of pages provided. The fees work on a scale basis and you should contact the school for further details before requesting information.

If a pupil or parent acting on the pupil's behalf makes a subject access request which does not include any information from the educational record, the maximum fee may be charged which (as a guide) currently is £10. If a parent exercises their independent right under the Regulations simply to view the educational record, then this should be free of charge. If a copy of the educational records is supplied under the Regulations, a fee can be charged by the Board of Governors. This fee must not exceed the cost of supplying the information.

## 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 should be addressed to the Chair of Governors c/o the 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 that a formal complaint needs to be made then this should be addressed 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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

or

**Enquiry/Information Line: 0303 123 1113 or 01625 545 745**

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

**Website : <http://www.ico.org.uk>**

## Review

This policy review will be biennial, and at any other time as may be necessary and will be carried out by the personnel committee.

## Document History

Description	Date
Complete review of policy to reflect changes in legislation and GDPR	18 June 2019
Policy re-adopted by the personnel committee	23 June 2021