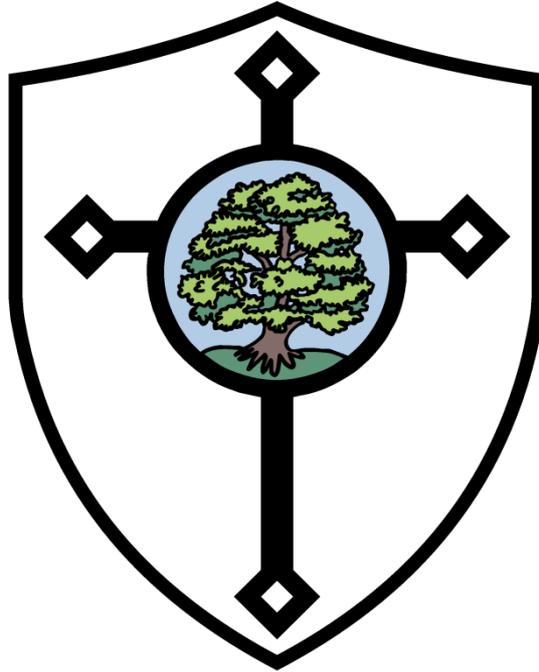


# **The New Forest C of E (VA) Primary School**

**at Landford, Nomansland & Hamptworth**



## **Freedom of Information Publication Scheme**

**Adopted: October 2012**

**Last reviewed/approved: March 2018**

**Review: yearly**

**Status: statutory**

## Freedom of Information Publication Scheme

The New Forest Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We have adopted the '*Fruits of the Spirit*' (Galatians 5:22) as our school values and expect these to be demonstrated by everyone in our school in accordance with our mission statement '*Growing and Learning Together through Christian Values*'.

### 1. Introduction

This is the New Forest Primary School's Publication Scheme on information available under the Freedom of Information Act 2000. The governing board is responsible for maintenance of this scheme.

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, which sets 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 on our website to download and print off or is available in paper form.

Some information which 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.

### 2. 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 4 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.
- School Profile and other information relating to the governing board – information published in the School Profile and in other governing board documents.
- Pupils and 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.

### 3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school office by telephone, email, fax or letter. Contact details are set out below or you can visit our website at: [www.thenewforestschoo.wilts.sch.uk](http://www.thenewforestschoo.wilts.sch.uk)

**Early Years & Key Stage 1**

Lyndhurst Road, Landford,  
Salisbury, Wiltshire. SP5 2AE  
Telephone/Fax: 01794 390303  
Email: ks1@thenewforestschool.wilts.sch.uk

**Key Stage 2**

School Road, Nomansland,  
Salisbury, Wiltshire. SP5 2BY  
Telephone/Fax: 01794 390380  
Email: ks2@thenewforestschool.wilts.sch.uk

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

Please refer to the Appendix for Guidelines for schools on receipt of an information request.

**4. Information currently published**

<b>Item</b>	<b>Description</b>
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• information about the implementation of the governing board's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> </ul>
<b>School Profile and other information relating to the governing board</b>	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> <li>• list of information included in the school profile, e.g.</li> <li>• performance data</li> <li>• summary of Ofsted report</li> <li>• school's intentions for the future, etc.</li> </ul> <p>Information relating to the governing board:</p> <ul style="list-style-type: none"> <li>• annual governance statement</li> <li>• structure and remit of governing board committees</li> </ul> <p>For each governor who has served on the governing board at any point in the previous 12 months:</p> <ul style="list-style-type: none"> <li>• category of governor</li> <li>• full name</li> <li>• date of appointment, term of office, date of retirement (if applicable), appointing body</li> <li>• relevant business and pecuniary interests including governance roles in other educational institutions, relationships between other governors and school staff</li> <li>• attendance record at governing board and committee meetings for previous academic year</li> <li>• committee and panel membership</li> <li>• roles, link subject and link class</li> </ul>

<b>Instrument of Government</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 board</li> <li>• The manner in which the governing board is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any 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>Minutes* of meetings of the governing board and its committees</b>	<p>Agreed minutes of meetings of the governing board and its committees (current and last full academic school year)</p> <p><i>*Some information might be confidential or otherwise exempt from publication by law, and cannot therefore be published.</i></p>
<b>Home-school agreement</b>	<p>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</p>
<b>Curriculum Policy</b>	<p>Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school</p>
<b>Sex and Relationships Education Policy</b>	<p>Statement of policy with regard to sex and relationship education</p>
<b>Special Education Needs Policy</b>	<p>Information about the school's policy on providing for pupils with special educational needs</p>
<b>Equality Policy</b>	<p>Statement of policy for promoting equality</p>
<b>Collective Worship</b>	<p>Statement of arrangements for the required daily act of collective worship</p>
<b>Accessibility Plans</b>	<p>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</p>
<b>Safeguarding and Child Protection Policy</b>	<p>Statement of policy for safeguarding and promoting the welfare of pupils at the school</p>
<b>Behaviour Management and Discipline Policy</b>	<p>Statement of general principles on behaviour management and discipline and of measures taken by the Head Teacher to prevent bullying</p>
<b>Published reports of Ofsted referring expressly to the school</b>	<p>Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character</p>

<b>Charging and Remissions Policies</b>	A statement of the school's policy with respect to charging and remissions for any optional extra or board and lodging for which charges are permitted, e.g. school publications, music tuition, trips
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy</b>	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
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff</b>	Statement of procedures adopted by the governing board relating to the performance management of staff
<b>Staff Grievance Policy</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Pay Policy</b>	Statement of the school's policy regarding teachers' pay, including procedures for determining teachers' grievances in relation to pay

## Appendix: FREEDOM OF INFORMATION ACT 2000 – GUIDANCE FOR SCHOOLS

### Checklist for action on receipt of an information request:

- Decide whether the request is a request under the Data Protection Act (personal information about the person making the request), or Freedom of Information Act (everything else).
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them.
- Provide the information if it has already been made public (i.e. if it has been provided to any person or body other than the school or the LA or the person who the information is about).
- Inform the enquirer if the information is not held.
- Consider whether a third party's interests might be affected by disclosure and if so consult them.
- Consider whether any exemptions apply and whether they are absolute or qualified, e.g. are they requesting personal information about somebody else?\*
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information.\*
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit.\*
- Consider whether the request is vexatious or repeated.\*

*\* If in any doubt about these issues, please seek further professional advice.*

### **Remember:**

Schools are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well-managed records and management information system is essential to help schools to meet requests. Always be aware when adding to school records or files that the information could be requested at a later date. Keep recorded information accurate and up to date.

Requests should be dealt with within 20 days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction about the response to any request should be handled through the school's existing complaints procedure.

### **Further support and guidance**

Specialist guidance on the legislation is available Wiltshire Council.