

**Shaftesbury Abbey Primary School**

**Freedom of Information Policy and Publication Scheme**

**GDPR-112**

**(V1.00)**

Please note Freedom of Information requests are **NOT** part of the GDPR. More information on FOI requests can be found on the main ICO website.

Version: 1.00 Release date: August 2023 Review date: April 2025

Authorised by: DPO

Location: Shared policy, please contact gdpr@turniton.co.uk

**Introduction**

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

As a result, we at Shaftesbury Abbey Primary School have produced 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 in paper form, some is available electronically on our website for you to download and print.

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‘s Office (ICO).

**The Aims of the Policy**

The school aims to:

Enable every child to fulfil 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

This publication scheme is a means of showing how we are pursuing these aims.

Publication Scheme - 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’. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in Appendix 1.

The classes of information that we undertake to make available are organised into the following area:

* School Prospectus – information published in the school prospectus.
* Governors’ Documents – information published in 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**

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email or letter giving clear details of the information requested. Written notice of any fee will be provided to the enquirer before any information is supplied.

**Contact details are set out below:**

**Address: Shaftesbury Abbey Primary School**

**Address: St James Street**

**Address: Shaftesbury**

**Postcode: SP7 8HQ**

**Telephone: 01747 852620**

**E-mail: office@shaftesburyabbey.dorset.sch.uk**

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please). If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor’s name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

**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;
* 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.

**Paying for Information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café. Single copies of information covered by this publication are provided free unless stated otherwise.

If the Publication Scheme request or FOI 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. Payment may be requested prior to provision of 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 regarding information you have received or been refused, then initially this should be addressed to the:

**The Head teacher**

**Address: Shaftesbury Abbey Primary School**

**Address: St James Street**

**Address: Shaftesbury**

**Postcode: SP7 8HQ**

**Email address: office@shaftesburyabbey.dorset.sch.uk**

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:

The Case Reception Unit

Customer Service Team

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

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

**Policy Approval**

This policy must be authorised by the Head Teacher and Chair of Governors.

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| --- | --- |
|  |  |
| Head Teacher Name | M.Salisbury |
| Head Teacher Signature | M.Salisbury |
| Date | 25/4/24 |

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| --- | --- |
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| Chair of Governors Name | A.Streets |
| Chair of Governors Signature | A Streets |
| Date | 30/4/24 |

This policy will be reviewed annually inline with information released from the ICO.

**Publication Scheme for Shaftesbury Abbey Primary School**

**School Prospectus –**

This section gives information on the statutory contents of the school prospectus.

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| --- | --- | --- | --- |
| Class | Description | Website | On Application |
| School prospectus | The name, address and telephone number of the school and the type of school | Yes | Yes |
| The names of the head teacher and chair of governors | Yes | Yes |
| Information on the school policy on admissions | Yes | Yes |
| A statement of the school's ethos and values | Yes | Yes |
| Details of any affiliations with a 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 | Yes | Yes |
| Information about the school's policy on providing for pupils with special educational needs | Yes | Yes |
| Number of pupils on roll and rates of pupils’ authorised and unauthorised absences | Yes | Yes |
| National Curriculum assessment results for appropriate Key Stages, with national summary figures | Yes | Yes |
| The arrangements for visits to the school by prospective parents | Yes | Yes |
| The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/ preferences expressed for those places | Yes | Yes |

**Information Relating to the Governing Body**

This section gives access to information about policies relating to the Governing body.

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| --- | --- | --- | --- |
| Class | Description | Website | On Application |
| Governing Body | The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school | Yes | Yes |
| Instrument of Government | The name of the school | Yes | Yes |
| The category of the school | Yes | Yes |
| The name of the governing body | Yes | Yes |
| The manner in which the governing body is constituted | Yes | Yes |
| The term of office of each category of governor if less than 4 years | Yes | Yes |
| The name of anybody entitled to appoint any category of governor | Yes | Yes |
| Details of any trust | Yes | Yes |
| If the school has a religious character, a description of the ethos | N/A |  |
| The date the instrument takes effect | Yes | Yes |
| Minutes\* of meeting of the governing body and its committees | Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards. | Yes | Yes |

**Pupils & Curriculum Policies**

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

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| --- | --- | --- | --- |
| Class | Description | Website | On Application |
| 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, for example, homework arrangements | Yes | Yes |
| Curriculum Policy | Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school | Yes | Yes |
| Relationship and Sex Education Policy | Statement of policy with regard to sex and relationship education | Yes | Yes |
| Special Education Needs Policy | Information about the school's policy on providing for pupils with special educational needs | Yes | Yes |
| 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 | Yes | Yes |
| Child Protection Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004) | Yes | Yes |
| Behaviour Policy | Statement of policy on behaviour and discipline | Yes | Yes |

**School Policies and other information related to the school**

This section gives access to information about policies that relate to the school in general.

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| --- | --- | --- | --- |
| Class | Description | Website | On Application |
| Education and Training Inspectorate (ETI) published reports 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. | Yes | Yes |
| 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 | Yes | Yes |
| School session times and term dates | Details of school session and dates of school terms and holidays | Yes | Yes |
| 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 | Yes | Yes |
| Complaints procedure | Statement of procedures for dealing with complaints | Yes | Yes |
| Curriculum circulars and Statutory instruments | Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum | Yes | Yes |

**For more information regarding Freedom of Information requests please see -** [**https://ico.org.uk/for-organisations/guide-to-freedom-of-information**](https://ico.org.uk/for-organisations/guide-to-freedom-of-information)

**Policy update information (policy number GDPR-112)**

This policy is reviewed annually and updated in line with data protection legislation.

Policy review information

|  |  |
| --- | --- |
| Review date | Reviewed by |
| 02-08-2021 | turn IT on |
| 10-08-2022 | turn IT on |
| 01-08-2023 | turn IT on |
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Policy update information

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| --- | --- | --- | --- |
| Review date | Revision | Description on change | By |
| 02-08-2022 | 1.00 | Full release | turn IT on |
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