



BIRCH COPSE PRIMARY SCHOOL
FREEDOM OF INFORMATION PUBLICATION SCHEME

Version

Version: 1.3

Status

Statutory

Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) 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 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.

The Governing Board is responsible for the maintenance of this scheme.

Aims and Objectives

The school aims to encourage all pupils:

- To be confident and contented
- To develop the necessary skills and enthusiasm for learning
- To have respect for each other

In an environment that offers security, support and challenge **and this publication scheme is a means of showing how we are pursuing these aims.**

Scope

The FOI Act joins the Data Protection Act and the Environmental Information Regulations as legislation under which anyone is entitled to request information from the school. Requests for personal data are still covered by the Data Protection Act. (DPA). Individuals can request to see what information the school holds about them. This is known as a Subject Access Request, and must be dealt with accordingly. Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the Environmental Information Regulations (EIR). They also cover issues relating to Health and Safety. For example queries about chemicals used in the school or on school land, phone masts, car parks etc. would all be covered by the EIR. Requests under EIR are dealt with in the same way as those under FOIA, but unlike FOIA requests, they do not need to be written and can be verbal.

If any element of a request to the school includes personal or environmental information, these elements must be dealt with under DPA or EIR. Any other information is a request under FOIA, and must be dealt with accordingly.

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.

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.

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** – information published in the Governors Annual Report 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 www.birchcopse.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: office@birchcopse.w-berks.sch.uk

Tel: **0118 9427442**

Fax: **0118 9454489**

Contact Address: **Wittenham Avenue, Tilehurst, READING RG31 5LN**

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 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. 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 in section 6. 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.

Classes of Information Currently Published

1. 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.
- **Governing Board:** the names and details of the governors is 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 members of staff.

2. What we spend and how we spend it

- **Financial information** about projected and actual income, procurement contracts and financial audit
- **Pay policy:** the statement of the school's policy and procedures regarding teachers' pay
- **Staffing structure**
- **Governors' allowances:** details of allowances and expenses that can be claimed or incurred.

3. 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 the latest Ofsted inspection report, strategy and performance information and plans.
- **Performance management information:** Performance management policy and procedures adopted by the governing body.
- **School's future plans:** any major proposal for the future of the school involving for example, consultation or a change in school status.
- **Every Child Matters / 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 Department for Education.

4. How we make decisions

Decision-making processes and records of decisions.

- **Admissions policy:** Birch Copse Primary School's admissions are managed by West Berkshire Council. West Berkshire Council will therefore provide information regarding admission arrangements and procedures, together with information about the right of appeal. There are also links on our website.

- **Minutes of meetings of the Governing Board:** Minutes, agendas and papers considered at such meetings are available, with the exception of 'Part 2' minutes that is properly considered to be private to the meeting.

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities

- **School policies:** includes school policies and procedures together with other information related to the school, including policies and procedures for handling information requests.
 - **Pupil and Curriculum policies**
 - **Records management and personal data policies**
 - **Charging regimes and policies**
6. **Lists and registers:** any information the school is currently legally required to hold in publicly available registers

7. The services we offer

Advice and guidance, leaflets, newsletters etc. A description of the services offered by the school.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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 headteacher.

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: 01625 545 700

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

Website: www.informationcommissioner.gov.uk

Responsible officer

Headteacher

Date of last review: 4th March 2010, 28th March 2018

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Date of next review: March 2021