



'Valuing Learning, Learning to Value'

Yorkley Primary School Freedom of information Policy

Policy Status

Statutory

Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of the 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 policy setting out:

- **The type 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 policy covers information already published and information which is to be published in the future. All information in our policy is either 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 personal information. This policy conforms to the model scheme for schools approved by the Information Commissioner.

Aims:

At Yorkley our aim is for each child to leave our school equipped with the skills they need for lifelong learning. Parents, governors and staff of Yorkley School agree that these skills consist of:

- Building good relationships with adults and other children
- Developing skills especially in literacy, maths and computing
- a sense of well-being and lead a safe and fulfilling life
- being morally and spiritually aware
- being adaptable and resilient
- having high self esteem
- being an independent learner and decision maker
- teamwork and co-operation
- sense of responsibility and discipline

These skills will be developed across all subjects.

Sources of Information Published

The information that we undertake to make available is organised into four broad areas:

- School Website - information published in the school website / 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, please contact the school by telephone, email, or letter.

Yorkley Primary School
Lydney Road
Yorkley
Lydney
Gloucestershire
GL15 4RR.

Telephone: 01594 562201

E-mail: admin@yorkley.gloucs.sch.uk

www.yorkleyschool.co.uk

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 is not available via the policy you can still contact the school to ask if we have it.

Paying for Information

Single copies of information covered by this publication are provided free unless stated otherwise below. 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.

Information Currently Published

This section sets out information published on the school website and in the school prospectus:

Class	Description
School Prospectus (non-statutory) School Website (statutory)	The statutory contents of the school website are as follows, (other items may be included at the school's discretion):
<i>(From 1st September 2012, new regulations come into force regarding school information on school websites. These are the amendments to the School Information (England) Regulations</i>	<ol style="list-style-type: none"> 1. Contact details; name, postal address and telephone number of the school and to whom enquiries should be addressed. 2. Admission arrangements for each age group or where they can be found (community and voluntary controlled schools only). Information should include any oversubscription criteria and how to apply for a place. 3. Link to the school's OFSTED report. 4. The school's most recent results under the following

2008 and it applies to maintained, academies and free schools.)

headings:

- EYFS percentage making a good level of development.
- Phonics (percentage of children at year 1 achieving the threshold and retakes for year 2s)
- % achieving ARE or above (Age related expectations) in English and Maths in year 6

5. Link to the school's performance tables available on the school website under "about the school" link. www.yorkleyschool.co.uk
6. School curriculum information for each group by subject, including phonics/reading schemes and key stage 4 courses/qualifications as appropriate
7. The school behaviour policy
8. Pupil Premium allocation including use and impact on attainment
9. SEN policy
10. Charging and remissions policy
11. School's ethos, vision and values

The Governors of the school should note that they are responsible for:

- Ensuring that all the above information is published on the school website and that the details of how to access it are known to parents/carers.
- All information displayed on the website must be available if requested on paper at no extra cost.
- When the information changes, updates to the website should be made as soon as is practical (at least on an annual basis).

For additional information please visit:

The School Information (England) (Amendment) Regulations 2012
DfE- Changes to school information regulations

The School website contains the following information:

- Governors' Documents
- School Policies
- Published reports linked to Ofsted

If you wish to view any school documentation but have no internet access, please contact the school for assistance.

Feedback and Complaints

We welcome any comments or suggestions you may have about the policy. If you want to make any comments about this document or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher, Yorkley Primary School, Lydney, Gloucestershire, GL15 4RR. Please mark as 'Confidential'

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 please follow the schools' complaints procedure. If all avenues have been explored and you are still unsatisfied, please write 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

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk. Website: www.informationcommissioner.gov.uk

[1] Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

Consultation

Staff and Governors were consulted during the writing of this policy

Links with other policies

This policy should be read in conjunction with the following policies e.g.

Safeguarding and Child Protection

Allegations against staff

Attendance

Complaints

Confidentiality

Data Protection

Disability and Equality

Equal opportunities

Special Educational Needs and Disabilities

Policy Evaluation and Review

Compiled by: Mrs K. Burke

Agreed by Governors: June 2017

Date for review: June 2018

FREEDOM OF INFORMATION - CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under Data Protection Act (DPA), Environment Information Regulation (ERI) or Freedom Of Information (FOI)
- 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
- 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
- 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 (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

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.

Requests should be dealt with within 20 working 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 should be handled through the school's existing complaints procedure.