



Westgate Primary School Freedom of Information Policy

Background

Our school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Act 1998. Requests for access to such information will be governed in line with the requirements of this legislation.

Dealing with Requests

Westgate Primary School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 school days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, Westgate Primary school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 school day period. Repeated or vexatious requests for information will be refused. Westgate Primary School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Westgate Primary School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. Westgate Primary School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).

Westgate Primary School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Adopting and Maintaining Publication Schemes

Westgate Primary School has adopted a Publication Scheme in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act 1998

Westgate Primary School is under a legal duty to protect personal data under the Data Protection Act 1998. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils.

Responsibilities

Westgate Primary School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

Contact Details

For advice and assistance please contact the Headteacher, Ms Helen Carpenter.

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at www.informationcommissioner.gov.uk

Review

This policy was adopted by the governing body on 18/06/18 and will be reviewed every 3 years, or sooner if there is a change in legislation or guidance.

Signed: (Head teacher)

Signed: (on behalf of the governing body)

Date: 18/06/2018

Appendix 1 Publication Scheme

This is the Westgate Primary School Publication Scheme, on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. 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 Information Commissioner's Office (which is referred to as ICO in the rest of this document) would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme 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 publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services.

2. 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. Contact details are set out below.

Email: admin@westgateprimary.co.uk

Tel: 01943 462349

Contact Address: Westgate Primary School, Scarborough Road, Otley, LS21 3JS

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.

3. 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 4. 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.

Photocopying/printing will be charged at actual cost, 3p per sheet. Postage will be charged at actual cost of Royal Mail standard 2nd class.

4. Classes of Information Currently Published

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts. This will be current information only.

Information to be published	How the information can be obtained
Instrument of Government The name and category of the school and the name and constitution of its governing body.	Website
School prospectus The statutory contents of the school prospectus are all available on the school website	Website
Governing Body The names and contact details of the governors should be available	Website
School session times and term dates Details of school session times and dates of school terms and holidays.	Website
Location and contact information The address, telephone number and website for the school together with the names of key personnel.	Website

Class 2 - What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.

Information to be published	How the information can be obtained
Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.	Hard copy
Capital funding Details of the capital funding allocated to the school together with information on related building projects and other capital projects.	Hard copy
Additional Funding Income generation schemes and other sources of funding.	Hard copy

Information to be published	How the information can be obtained
Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy
Pay policy The statement of the school's policy and procedures regarding teachers' pay.	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances Details of allowances and expenses that can be claimed or incurred.	Hard copy

Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.

Information to be published	How the information can be obtained
Performance management information Performance management policy and procedures adopted by the governing body.	Hard copy
Schools future plans Any major proposals for the future of the school involving, for example, consultation or a change in school status.	Hard copy
Child Protection The policies and procedures that are in place to ensure safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.	Website

Class 4 - How we make decisions

Decision-making processes and records of decisions. Current and previous three years as a minimum.

Information to be published	How the information can be obtained
Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/ patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.	Website
Minutes of meetings of the Governing body and its sub-committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting	Website (minutes) Hard copy (other papers)

Class 5 - Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.

Information to be published	How the information can be obtained
School policies This will include school policies and procedures eg. Complaints; Freedom of Information; Charging and Remissions; Equality; SEN; Child Protection; Health and Safety	Website
Pupil and Curriculum policies This will include such policies as Home-school agreement; Behaviour; Assessment, Recording and Reporting; Feedback; Learning at Home; Special Educational Needs; Curriculum Subjects	Website/ hard copy
Personal data policies This will include data protection policies.	Website
Equality and diversity This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.	Website
Policies and procedures for the recruitment of staff If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	Hard copy

Class 6 - Lists and registers

Currently maintained list and registers only.

Information to be published	How the information can be obtained
Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Hard copy
Any information the school is currently legally required to hold in publicly available registers. The services we offer; Information about the services the school provides including Pupil Premium funding; PE funding; School's SEN offer; leaflets, guidance and newsletters. Current information only.	Website

Our website is at <http://www.westgateprimary.co.uk>

7. Feedback

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 contact info@westgateprimary.org.uk

If you are not satisfied with the assistance you get, you should contact:

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.ico.gov.uk