



Freedom of Information Policy Holmer Lake Primary School

Policy- Document Status			
Date of Policy Creation	Spring 2020 – reviewed every 1 year	Named Responsibility	Headteacher Mrs H Kumar
Date of Policy Adoption by Governing Body		Summer 2024	
Review date:		Summer 2025	

This is Holmer Lake Primary School's Publication Scheme on information available under the Freedom of Information Act 2000.

Introduction – Freedom of Information Act 2000

1.1 The FOIA was introduced on 30 November 2000 but came fully into force on 1 January 2005. The act gave new rights of access for the public to public bodies recorded information.

1.2 The FOIA requires public bodies to action two specific legal obligations.

- to adopt and maintain a publication scheme setting out details of information that the school will routinely make available and how the information can be obtained;
- to comply with requests for information.

2. What a publication scheme is and why it has been developed?

2.1 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.*

2.2 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.

2.3 Some information which we hold may not be made public, for example personal information.

2.4 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

3. Aims and Objectives

3.1 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,

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

4. *Categories of information published*

4.1 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.

- 4.2 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.

5. How to request information detailed in the scheme

- 5.1 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.

Contact Address: Head Teacher, Holmer Lake Primary School, Brookside Ave, Telford, TF3 1LD.

Tel: 01952 387580

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

- 5.2 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 (see FOI request section of this policy).

6. Paying for information

- 6.1 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.
- 6.2 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. Where there is a charge this will be indicated by a £ sign in the description box.

7. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<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"> • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • details of any affiliations with a particular 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 • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents

Governors' Annual Report and other information relating to the governing body– this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description	£
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses • a description of the school's arrangements for security of pupils staff and the premises • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • 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 • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning 	

	<ul style="list-style-type: none"> • number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Gov't	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and committee	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
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
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
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.

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

Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
-------------------------	--

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted 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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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
School session times and term dates	Details of school session and dates of school terms and holidays
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
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

8. Making/Processing a Request Under FOIA

- 8.1 The school is aware of its obligations in relation to the FOIA and intends to fulfill its legal obligations.
- 8.2 Requests for information have to be in writing (letter, email, social media posting) and must include the name of the person requesting information, an address for correspondence and a description of the information sought. Requests should be sent to:

Head Teacher, Holmer Lake Primary School, Brookside Ave, Telford, TF3 1LD.

Alternatively requests can be e-mailed to:- a2153@taw.org.uk

- 8.3 Once we receive your request we may seek more details from you to establish what information you are requesting.
- 8.4 If we do not hold the information you have requested we will confirm this to you and, wherever possible, provide contact details for other public sector bodies that may hold the information you have requested in our response letter.
- 8.5 If we do hold the information you have requested then we have to assess this to see if any of the exemptions detailed in the FOIA apply, e.g. if by releasing the information requested we would cause a serious health and safety issue we would apply exemption (section) 38 and not provide you with the information. Exemptions can either be 'Absolute' or 'Qualified'. If an exemption is qualified then we will apply the Public Interest Test to decide if the application of the exemption should be overruled due to public interest.
- 8.6 A requester will receive a response to their request within 20 working days of the day we receive it (if it is received after 3.30pm then it will be 20 working days from the next working day), regardless of whether we do or do not hold the information. In exceptional circumstances we may not be able to meet the 20 working day deadline, if this is the case we will contact you to let you know when we hope to send the information requested to you.
- 8.7 We will not provide assistance to applicants whose requests are seen to be vexatious or repeated as defined in section 14 of the FOIA. In deciding if a request is either a vexatious or repeated request we will consider guidance from the Information Commissioner's Office.
- 8.8 Right of Appeal - In the response the requester receives they will be given details on how to appeal if they are not satisfied with the information we have/have not supplied. The appeal will be processed by a person independent to the original response process.
- 8.9 Fees/Charges - We are allowed to recover the costs of printing, copying and postage and packing. If we require a fee to be paid then a fees notice will be sent to the requester. If the fees notice has been sent and the requester is not prepared to pay the fee, we may:-
- consider whether any information that may be of interest is available free of charge, or;
 - consider providing an indication of what, if any, information could be provided without a fee being payable, or;
 - consider advising the requester that by refining the request, information may be able to be supplied for a lower fee or at no charge.
- 8.10 The school will provide advice and assistance to people making requests for information. Advice and guidance maybe sought from the Head Teacher using the previously stated contact details.

9. Feedback and Complaints

- 9.1 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 Head Teacher.
- 9.2 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 deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

DATA PROTECTION ACT 2018 - SUBJECT ACCESS REQUEST

- This form is used by Mrs H Kumar, Headteacher, to help you receive information we hold and process about you, the "data subject" (the person whose information is held by the School)
- Please complete the form as fully as possible - if you do not it could make it more difficult for us to process your request
- If you are the data subject please supply evidence of your identity, e.g. copy of current Driving Licence or Birth Certificate.
- If you are applying on behalf of another person, with their consent, please include proof by enclosing their written authority for you to do so.

Personal Details

1. Name _____

2. Address _____

3. Postcode _____

4. Previous address if you have moved since giving your details to the School

5. Postcode _____

6. Are you the data subject (the person whose information is held by the school) If YES continue onto Question 12, otherwise continue overleaf.

7. Name _____

8. Organisation _____

9. Address _____

10. Postcode _____

11. Relationship with data subject that leads you to be making this request

Information required

12. Please state in your own words what information you require, include details of which departments/sections (if known), any reference numbers given to you like payroll or client numbers, or reason why you believe the school has your personal information in its files. (Attach a separate piece of paper if necessary).

13. Date you made a similar or identical request (if applicable)

Declaration

To be completed by all applicants. Please note that any attempt to mislead the School may lead to prosecution.

I (insert name)

certify that the information given on this application form and any attachments therein to Mrs H Kumar, Headteacher, is accurate and true.

I understand that it is necessary for the school to confirm my identity and it may be necessary to obtain more information in order to locate the correct information.

Signature _____

Date _____

Note: The period of forty calendar days in which the school must respond to the request will not commence until it is satisfied upon these matters:

- Evidence of your identity
- Evidence of the data subject's identity (if different from above)
- Enough information for the school to be able to understand the request.

Return of the Form

Please return your completed form together with any associated documents to:

Address Holmer Lake Primary School, Brookside, Telford, TF3 1LD.
Telephone 01952 387580
email a2153@telford.gov.uk

FOIA Exemptions

Below, find concise descriptions of the FOIA exemptions and examples of information DHS may withhold under each exemption.

Exemption 1

Protects information that is properly classified in the interest of national security pursuant to Executive Order 12958.

Exemption 2

Protects records related solely to the internal personnel rules and practices of an agency.

Exemption 3

Protects information exempted from release by statute.

Example of information the Department of Homeland Security may withhold using 3: Information protected by the Critical Infrastructure Act of 2002; e.g.: information pertaining to actual, potential, or threatened interference with, attack on, compromise of, or incapacitation of critical infrastructure or protected systems by either physical or computer-based attack or other similar conduct (including the misuse of or unauthorized access to all types of communications and data transmission systems) that violates federal, state, or local law, harms interstate commerce of the United States, or threatens public health or safety

Exemption 4

Protects trade secrets and commercial or financial information which could harm the competitive posture or business interests of a company.

Example of information the Department of Homeland Security may withhold using 4: Commercially valuable formulas or other proprietary information not customarily released to the public entity from whom the information is obtained.

Exemption 5

Protects the integrity of the deliberative or policy-making processes within the agency by exempting from mandatory disclosure opinion, conclusions, and recommendations included within inter-agency or intra-agency memoranda or letters.

Example of information the Department of Homeland Security may withhold using 5: Draft documents and recommendations or other documents that reflect the opinion of the author rather than official agency position.

Exemption 6

Protects information that would constitute a clearly unwarranted invasion of personal privacy of the individuals involved.

Example of information the Department of Homeland Security may withhold using 6: Social Security Numbers, home addresses and telephone numbers, certain identifying information regarding Department employees.

Exemption 7

Protects records or information compiled for law enforcement purposes the release of which could reasonably be expected:

- A. 7(A) – to interfere with enforcement proceedings.

Example of information the Department of Homeland Security may withhold using 7(A): Records pertaining to an open law enforcement investigation.

- B. 7(B) – would deprive a person of a right to a fair trial or an impartial adjudication.

Example of information the Department of Homeland Security may withhold using 7(B): Information that could potentially contaminate a jury pool.

- C. 7(C) – to constitute an unwarranted invasion of the personal privacy of a third party/parties (in some instances by revealing an investigative interest in them).

Example of information the Department of Homeland Security may withhold using 7(C): Identifying information of individuals associated with a law enforcement proceeding, i.e. law enforcement officers' names, witness/interviewee identifying information.

- D. 7(D) – to disclose the identity/identities of confidential sources.

Example of information the Department of Homeland Security may withhold using 7(D): Identifying information of confidential informants.

- E. 7(E) – would disclose techniques and procedures for law enforcement investigations or prosecutions.

Example of information the Department of Homeland Security may withhold using 7(E): Law enforcement manuals, records pertaining to Watch Lists.

- F. 7(F) –to endanger the life or physical safety of an individual.

Example of information the Department of Homeland Security may withhold using 7(F): Identifying information of law enforcement officers.

Exemption 8

Protects information that is contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions.

Example of information the Department of Homeland Security may withhold using 8: Exemption rarely invoked by Department of Homeland Security

Exemption 9

Protects geological and geophysical information and data, including maps, concerning wells.