# Ladygrove Primary School and Nursery

## Publication Scheme & Freedom of Information Policy

*(The governing body is responsible for maintenance of this scheme.)*

# Written April 2025

# To be reviewed April 2027

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| **Policy- Document Status** | | | |
|---|---|---|---|
| **Date of Policy Creation** | April 2025 to be reviewed every 2 years | **Named Responsibility** | Selia Mahy |
| **Date of review completion** | April 2027 | **Named Responsibility** | Staff and Governors |
| **Inception of new Policy** | May 2025 | **Named Responsibility** | Selina Mahy |
| **Date of Policy Adoption by Governing Body** | | May 2025 | |

## 1. 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.

Email: **A2168@taw.org.uk**

Tel: **01952 388370** Contact Address:

**Ladygrove Primary School and Nursery**

**Old Office Road**

**Dawley**

**Telford TF4 2LF**

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** | The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):<br><br>• the name, address and telephone number of the school, and the type of school<br>• the names of the head teacher and chair of governors<br>• information on the school policy on admissions<br>• a statement of the school's ethos and values<br>• details of any affiliations with a particular religion or religious denomination,<br>• the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils<br>• information about the school's policy on providing for pupils with special educational needs<br>• number of pupils on roll and rates of pupils' authorised and unauthorised absences<br>• National Curriculum assessment results for appropriate Key Stages, with national summary figures<br>• 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** | 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):<br><br>• details of the governing body membership, including name and address of chair and clerk<br>• a statement on progress in implementing the action plan drawn up following an inspection<br>• a financial statement, including gifts made to the school and amounts paid to governors for expenses<br>• a description of the school's arrangements for security of pupils staff and the premises<br>• 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<br>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning<br>• number of pupils on roll and rates of pupils' authorised and unauthorised absence<br>• National Curriculum assessment results for appropriate Key Stages, with national summary figures<br>a statement of the extent to which proposals in the post- inspection action plan have been carried into effect |
| **Instrument of Gov't** | • The name of the school<br>• The category of the school<br>• The name of the governing body<br>• The manner in which the governing body is constituted<br>• The term of office of each category of governor if less than 4 years<br>• The name of any body entitled to appoint any category of governor<br>• 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 *[current and last full academic school year]* |

**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. |

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

| | |
|---|---|
| **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. |
| **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:

**Ladygrove Primary School and Nursery**

**Old Office Road**

**Dawley**

**Telford**

**TF2 2LF**

**Alternatively requests can be e-mailed to:**
Email: **A2168@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*