



Probus Primary School -Scheme of Publication

Background

Probus Primary 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 the schools, subject to exemptions and conditions laid down by law.

This policy applies to all information held by schools 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.

Requests

We 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 working 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, Probus 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 working day period.

- Repeated or vexatious requests for information will be refused
- Probus Primary School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest
- Probus Primary School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "nonabsolute") exemption which requires such a test
- Any request in writing will be considered a Freedom of Information request including those received by email and fax
- 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
- Probus 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)
- Probus Primary School recognises that requests for environmental information may be made over the telephone and that different exemptions apply

Adopting and Maintaining Publication Schemes

Probus Primary School has adopted a Publication Scheme (see below) in accordance with Section 19 of the Freedom of Information Act and are 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.

Relationship with the Data Protection Act 1998

Probus 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

We have 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 Headteacher.

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.

Complaints regarding the use of this policy should be directed to the Governing Body.

Contact Details

For advice and assistance please contact the school office.

Probus Primary School Publication Scheme

The Governing Body is responsible for maintenance of this scheme.

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 Probus Community Primary School has produced a publication scheme, which sets out:

- The classes of information which are published or intended to be published
- 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.

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

Aims and Objectives

At Probus Primary School our aims are:

- prepare each child for their lives beyond school
- develop high aspirations
- offer a broad range of learning experience and the best possible care

Categories of information published

The publication scheme gives you guidance on 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 Websites – information published on the school website
- 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 schools - information about policies that relate to the schools in general

How to request information

If a paper version of any of the documents within the scheme is required, please contact the school by telephone, email, fax or letter. Mark your request 'FREEDOM OF INFORMATION' in capital letters please.

If the information being looked for isn't available via the scheme and isn't on our website, please contact the school to ask if we have it available.

Paying for information

Information published on our website is free, although costs may be incurred from your internet service providers. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge we will let you know the cost before fulfilling your request.

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): <ul style="list-style-type: none">• 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

School Profile and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Profile	The contents of the School Profile are as follows: <ul style="list-style-type: none">• performance data• summary of Ofsted report• school's intentions for the future, etc.
Instrument of Government	<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 anybody 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 its committees	Agreed minutes of meetings of the governing body and its committees

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