

Springfield Infant School and Nursery



Freedom of Information Policy 2023/24

Lead member of staff Governor Committee Date of first publication
Review date

Introduction

The School is a “public authority”.

Mrs Becky Wycherley Mr Richard O’Callaghan September 2022

The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities.

The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations.

FOIA and EIR promote openness and transparency. Information is provided in two ways:

1. It is mandatory to publish certain information (publication scheme); and
2. Any person is entitled to request information which subject to the application of any exemptions must be provided free of charge.

The Act does not give people access to their own personal data. Subject Access Requests are dealt with in accordance with the Data Protection Policy.

Aim

This Policy will ensure:

- The School complies with its duties under the FOIA and EIR and handles requests under the correct regime.
- The School has a system in place which will result in proactive publication of what information is available.
- Any person knows they can make a request and who to contact.
- All appropriate staff will be able to recognise and respond appropriately to a valid request for information.
- That there is awareness amongst staff, contractors or others having contact with the School that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

Scope

This Policy applies to:

- All recorded information held by the School or by a third party on the Schools behalf.
- Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

Roles and Responsibilities

The Governing Body of the School has overall responsibility for ensuring compliance with the Freedom of Information Act. The Headteacher has day to day responsibility for FOI /EIR compliance and the School Business manager, Jane Guttridge is the point of contact for enquiries.

All staff will be trained on recognising a request for information

A designated member of staff is responsible for handling request for information.

Requests should be made to **Mrs Becky Wycherley or Mrs Jane Guttridge**

Publication Scheme

The School has adopted the Model Publication Scheme for Schools as approved by the Information Commissioner.

The School's "Guide to information" under the scheme is attached in Annex A

Paying for Information

Information published on our website is free. If you do not have Internet access, you can access our website using a computer in school or other community location.

If you require a hard copy that requires photocopying or printing, 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.

Requests handling

The School will ensure that:

Advice and assistance is provided to the requestor if required.

Responses will be provided promptly and within the statutory time limit of 20 School days. A 'School' day will be any day on which there is a session and the pupils are in attendance. In the alternative the School will respond within 60 working days if that is shorter.

Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requester.

Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.

Information provided to the School from third parties may be the subject of a request for information. In considering whether exemptions apply, the School will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the School.

Any requests for internal reviews will be dealt with in accordance with the Schools Complaint Policy and will be responded to within twenty School days as recommended by the Information Commissioner.

If the School's original decision is upheld, then the School has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to the Information Commissioner and addressed to:

Information Commissioner's Office Wycliffe House
 Water Lane
 Wilmslow
 Cheshire SK9 5AF

Annex A: Guide to information under the publication scheme

<u>Information to be published.</u>	<u>How the information can be obtained</u>	Cost
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only (hard copy and/or website)		
Who's who in the school	Online: http://springfieldschool.co.uk/our-staff/ Hard copy: available upon request - contact school	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment Instrument of Government	Online: https://springfieldschool.co.uk/meet-the-governors/ Hard copy: available upon request - contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Online: https://springfieldschool.co.uk/contact-us/ https://springfieldschool.co.uk/meet-the-governors/ Hard copy: available upon request - contact school	Free 5p per page
School prospectus	Online: https://springfieldschool.co.uk/school-prospectus/ Hard copy: available upon request - contact school	Free 5p per page
Staffing structure	Online: http://springfieldschool.co.uk/our-staff/ Hard copy: available upon request - contact school	Free 5p per page
School session times and term dates	Online: https://springfieldschool.co.uk/open-days-at-springfield-infant-school/ Hard copy: available upon request - contact school	Free 5p per page
Address of school and contact details, including email address.	Online: https://springfieldschool.co.uk/contact-us/ Hard copy: available upon request - contact school	Free 5 p per page
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum (hard copy or website)		

School profile	<p>Online: https://springfieldschool.co.uk/ofsted-parent-view/ https://springfieldschool.co.uk/school-awards/ https://www.compare-school-performance.service.gov.uk/school/125967/springfield-infant-school-and-nursery/primary</p> <p>Hard copy: available upon request - contact school</p>	5p per page
School Development plan	Hard copy: available upon request - contact school	5p per page
Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request - contact school	5p per page
Performance data or a direct link to it	<p>Online: https://www.compare-school-performance.service.gov.uk/school/125967/springfield-infant-school-and-nursery/primary</p> <p>Hard copy: available upon request - contact school</p>	5p per page
Safeguarding and child protection	<p>Online: https://springfieldschool.co.uk/safeguarding/</p> <p>Hard copy: available upon request - contact school</p>	Free 5p per page
Admissions policy	<p>Online: https://springfieldschool.co.uk/admissions-policy/</p> <p>Hard copy: available upon request - contact school</p>	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy: available upon request - contact school	5p per page
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. (hard copy or website)</p>		
<ul style="list-style-type: none"> • Accessibility plan • Assessment Policy • Attendance Policy • Behaviour for Learning and Anti-Bullying Policy • British Values • Charging and Remissions Policy • Collective Worship • Complaints Procedures policy • Curriculum Policy • Curriculum Statement • Data Protection Policy • Disability and Equality Scheme Policy • Drug Policy • Equality & Equality Objectives • E Safety • EYFS Policy • Exclusion Policy 	<p>Online: https://springfieldschool.co.uk/school-policies/</p> <p>Hard copy: available upon request - contact school</p>	Free 5p per page

<ul style="list-style-type: none"> • First Aid Policy • Freedom of Information Policy • Fixed Penalty Notice WSCC Fixed Penalty Notice – A brief guide • Gifted and Talented Policy • Handwriting Policy Autumn • Health Safety Policy Autumn • Homework Policy • Home School Agreement Policy • Home School Reading Policy Autumn • Medicines policy • Maths Policy Summer • Marking Policy • Mental Health and Well being policy • Nursery SEND Information Report • Privacy notice for pupils • Pupil Premium Policy • Reading Policy • Relationships and Health Education policy • Remote Education Policy • Safeguarding and Child Protection • Safeguarding Recording Policy • Sex and Relationships Education policy • Special Educational Need Policy • SEND Information Report 2020 • Spiritual, Moral, Social and Cultural • Supporting Pupils with Medical Conditions • Teaching and Learning Policy • Vision Statement • West Sussex County Council Admissions Policy • Writing Policy 		
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only (hard copy or website; some information may only be available by inspection)</p>		
Extra-curricular activities	<p>Online: https://springfieldschool.co.uk/introduction-to-our-school-clubs/</p> <p>Hard copy: available upon request - contact school</p>	<p>free</p> <p>5p per page</p>
Out of school clubs	<p>Online: https://springfieldschool.co.uk/introduction-to-our-school-clubs/</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>5p per page</p>
School publications, leaflets, books and newsletters	<p>Online: https://springfieldschool.co.uk</p> <p>Hard copy: available upon request - contact school</p>	<p>free</p> <p>5p per page</p>
<p>Other information about the school is available online at http://www.springfieldschool.co.uk</p>		