



# Freedom of Information Policy

## Holmer Lake Primary School

### 2020 - 2022

<b>Policy- Document Status</b>			
<b>Date of Policy Creation</b>	Spring 2020 – reviewed every 1 year	<b>Named Responsibility</b>	Headteacher Mrs H Kumar
<b>Date of Policy Adoption by Governing Body</b>		Autumn 2020	
<b>Review date:</b>		Autumn 2022	

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

*The Governing body is responsible for the 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 the 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 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 model scheme for schools approved by the Information Commissioner.

## 2. Aims and Objectives

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 skill, knowledge and personal qualities needed for life and work, and this publication scheme is a means of showing how we are pursuing these aims.

## 3. Categories of information published

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 or 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 Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published in the Governors Annual Report and in other governing body documents.

*Pupils and 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

#### **4. How to request Information**

To be valid under FOI Act, requests:

- Must be in writing
- Must clearly describe the information being sought
- Can be made by letter, fax or email
- Must contain the name of the applicant and a valid return address

To be valid under FOI Act, requests do not:

- Have to be written on a special form
- Need to mention the Act

If you require a paper version of any of the documents within the scheme, please contact the school by email, fax or letter. Contact details are set out below.

**(or you can visit our website at <http://holmerlake.taw.org.uk>)**

**Email:** [a2153@telford.gov.uk](mailto:a2153@telford.gov.uk)

**Tel:** 01952 387580

**Fax:** 01952 387581

**Contact Address: Holmer Lake Primary School, Brookside, Telford,  
TF3 1LD**

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

If the information you are 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.

Under the Freedom of Information Act we have 20 working days to respond to your request. However, if clarification is required from you in respect to what information you are requesting the "clock stops" until you have provided satisfactory clarification.

If you are unhappy with the response your response letter will contain full details of how you can make an appeal. It will also provide details of how you can make a complaint if you are unhappy with how your request has been handled.

#### **5. 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 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.

## 6. Table of classes with supporting reference to the legal requirement

Instrument of Government	School Governance (Constitution) (England) Regulations 2003 [SI 2003/348 amended by SI 2003/1916]
Minutes of meetings of the GB and its committees	School Governance (Procedures) (England) Regulations 2003 [SI 2003/1377, amended by SI 2003/1916]
Home-School Agreement	Section 110 of the School Standards and Framework Act 1998
Curriculum Policy	Education (School Government) (Terms of Reference) (England) Regulations 2000 [SI 2000/2121] Section 69 of the school Standards and Framework Act 1998
Relationships and Sex Education Policy	Section 404 of the Education Act 1996
Special Education Needs Policy	Education (Special Educational Needs) (Information) (England) Regulations 1999 [SI 199/25060 SEN Code of Practice 2001 [Ref DfES/581/2001]
Accessibility Plan	Section 28D of the Disability Discrimination Act 1995
Equality Policy	The Equality Act 2010 (Amendment) Regulations 2012
Arrangements for Collective Worship	Section 70 and Schedule 20 School Standards and Framework Act 1998
Child Protection Policy	Section 175 of the Education Act 2002 ( <i>from March 2004</i> )
Pupil Behaviour and Discipline	Section 61 School Standards and Framework Act 1998
Published reports of Ofsted Inspections and post-inspection action plan	Sections 16 & 17 of the School Inspections Act 1996 Education School Curriculum and Related Information Regulations 1989 [SI 1989/954]
Charging and Remissions Policy	Section 457 of the Education Act 1996
School session times and term dates	Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 [SI 1999/2255] Education (School Curriculum and Related Information) Regulations 1989 [SI 1989/954]
Health and Safety Policy and Risk Assessment	Section 2 & 3 of the Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 [SI 1999/3242]
Complaints procedure	Section 29 of the Education Act 2002
Appraisal of Staff	Education (School Government) (Terms of Reference)

	(England) Regulation 2000 [SI 2000/2122] Education (School Teacher Appraisal) (England) Regulations 2001 [SI 2001/2855]
Staff Conduct, Discipline and Grievance	School Staffing (England) Regulations 2003 [SI 2003/1963]
Curriculum circulars & statutory instruments	Education (School Curriculum and Related Information) Regulations 1989 [SI 1989/954]

### **School Prospectus**

The school prospectus is no longer statutory but the school will continue to publish one and will contain as follows:

- 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' Documents**

#### **Instrument of Government**

- 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 of Meetings of the Governing Body and Its Committees**

- Agreed minutes of meetings of the governing body and its committees [current and last full academic school year].

## **Pupils and Curriculum**

### **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**

This is included in the Prospectus and is a 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.

### **Equalities Policy**

This is included in the Prospectus and is a statement of policy for promoting equality.

### **Collective Worship**

This is included in the Prospectus and is a statement of arrangements for the required 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**

### **Published Reports of Ofsted Referring Expressly to 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.

### **School Session Times and Term Dates**

Details of school session and dates of school terms and holidays.

### **Health & 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.

### **Appraisal 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.

## **7. Feedback and Complaints**

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 Mrs H Kumar, Headteacher.

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 a formal complaint needs to be made then this should be addressed to the Information Commissioners Office. This is the organisation that ensures compliance with the Freedom of information Act 2000 and that deals with formal complaints. They can be contacted at:

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

Or

Enquiry/Information Line: 01625 545 700

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



## 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)

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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.