



Parkview and Redwood Primary School Federation

FREEDOM OF INFORMATION POLICY & PUBLICATION SCHEME

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Freedom of Information Policy and Publication Scheme

Freedom of Information Policy

Parkview and Redwood Primary School Federation is subject to the Freedom of Information Act 2000 (FOI) as a public authority, and as such, must comply with any requests for information in accordance with the principles laid out in the Act.

This means that the trust must hold and publish a FOI Publication Scheme, to communicate what information we hold is readily available to the public, and where it can be found.

All public authorities must also have processes in place to manage and FOI requests that are made.

Freedom of Information Publication Scheme

The Parkview and Redwood Primary School Federation publication scheme has been developed from the Information Commissioner's Office template documents. It is the federation's aim to ensure that the publication of information is accessible for individuals. Much of the information listed is routinely published on individual school websites and in their individual prospectuses.

The publication scheme and the material it covers will be readily available in hard copy from the schools, depending on the source of the information.

Schedule of charges under Freedom of Information Publication Scheme

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying/Printing @ 10p per sheet	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class
See our Charging Policy for more details		

Where the cost of postage, printing or photocopying is below £10.00, we will not make a charge.

Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.

Before we produce the information, we shall inform you of the total cost. You may wish to refine the request in order to reduce the cost and we would be happy to discuss this with you.

Freedom of Information requests

Any request for any information from the federation or our schools will be considered to see if it meets the criteria of FOI. This is irrespective of whether or not the individual making the request mentions the FOI.

If the request is simple and the information is to be released, then the individual who received the request can release the information, but must ensure that this is done within the timescale set out below.

A copy of the request and response should then be sent to the Headteacher of the school.

All other requests should be referred in the first instance to Headteacher who may co-ordinate the process with other staff.

All requests under FOI are treated as if made by any member of the general public. Any information released will be within the public domain and may not be marked restricted or confidential.

Time limits for FOI requests

The school must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. When calculating the 20 working day deadline, a “working day” is a school day (one in which pupils are in attendance), subject to an absolute maximum of 60 normal working days (not school days) to respond.

Procedure for dealing with a request

All FOI requests should be forwarded on receipt to the specified co-ordinator in each school. Initially it will be necessary to determine whether or not the organisation holds the information requested. This might be in hard copy or digital media.

There may be occasions where information is held, but the process of extracting the relevant information would take considerable time. In those instances, the requester may be given the opportunity to refine the request based on the information given.

Part 1 – Identifying the types of information

As an organisation we hold different types of information.

Organisational information, prospectus, locations and contacts, constitutional and legal governance, schemes of delegation, trust and individual school arrangements.

Financial information about income and expenditure, financial audit, funding agreements, procurement, tendering and contracts.

Plans, strategies, aims and objectives, performance indicators, audits, inspections and reviews.

Decision making processes and records of decisions, internal criteria and procedures

Policies and procedures –protocols, policies and procedures for delivering services and compliance with our statutory and regulatory obligations.

Lists and registers required by law and other key information.

Details of our curriculum and wider educational offering

Part 2 - Considering the nature of the request

FOI requests will be fully complied with unless an exemption applies.

Common exemptions in the Freedom of Information Act 2000 include:

Section 40 (1) – the request is for the applicants personal data. This must be dealt with under the subject access regime in the GDPR, see the Data Protection Policy and Privacy Notices

Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the GDPR principles as set out in Data Protection Policy

Section 41 – information that has been sent to the Academy Trust (but not the Academy’s own information) which is confidential;

Section 21 – information that is already publicly available, even if payment of a fee is required to access that information

Section 22 – information that the Academy Trust intends to publish at a future date;

Section 43 – information that would prejudice the commercial interests of the Academy and / or a third party;

Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information);

Section 31 – information, which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras;

Section 36 – information, which, in the opinion of the chair of trustees of the Academy Trust, would prejudice the effective conduct of the Academy. There is a special form for this on the ICO’s website to assist with the obtaining of the chair’s opinion.

Information within these exemptions must be considered and weighed up about the general principle that information should be disclosed wherever applicable.

Part 3 - Responding to a request

When responding to a request where it is necessary to withhold some or all of the information, we will explain why the information has been withheld, quoting the appropriate section number and explaining how the information requested fits within that exemption. If the public interest test has been applied, this will be set out.

In these circumstances, the requester can seek a review from the school, and correspondence should be addressed in the first instance to the Headteacher.

If anyone has any concerns, questions or complaints in relation to this policy or the publication scheme contained within it they should contact the school.

If you require a paper version of any information set out under the FOI Publication Scheme, or want to ask whether information is available, contact the trust using the details set out below.

Contact

As outlined above, please contact the school for any requests.

You can also visit our school websites – www.parkview-sch.co.uk or www.redwoodprimary.com. To help us process requests quickly, any correspondence should be clearly marked ‘FOI Request’.

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: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A, telephone: 0303 123 1113, website: www.ico.org.uk

Publication Scheme for Redwood Primary

School Prospectus

The statutory contents of the school prospectus are as follows:

Class	Description	Where it can be found
School Prospectus	The name, address and telephone number of the school and the type of school	School website
	The names of the headteacher and chair of governors	School website
	Information on the school policy on admissions	School website
	A statement of the school's ethos and values	School website
	Information about the school's policy on providing for pupils with special educational needs	School website
	Number of pupils on roll and rates of pupils' authorised and unauthorised absences	School website
	National Curriculum assessment results for appropriate Key Stages, with national summary figures	School website
	The arrangements for visits to the school by prospective parents	School website

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

Information Relating to the Governing Body

Class	Description	Where it can be found
Governing Body	The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school	School website
Instrument of Government	The name of the school	School website
	The category of the school	School website
	The name of the governing body	School website
	The manner in which the governing body is constituted	School website
	The term of office of each category of governor if less than 4 years	School website
	The name of anybody entitled to appoint any category of governor	School website
	Details of any trust	School website
	If the school has a religious character, a description of the ethos	School website
	The date the instrument takes effect	School website
Minutes* of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards.	On application to school. Charges may apply

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

Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description	Where it can be found
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	School website
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	School website
Sex Education Policy	Statement of policy with regard to sex and relationship education	School website
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs	School website
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	School website
Race Equality Policy	Statement of policy for promoting equality as per Section 75 of the 1998 NI Act	School website
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (<i>from March 2004</i>)	School website
Pupil Behaviour Policy	Statement of general principles on behaviour and discipline	School website

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	Where it can be found
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 website
School session times and term dates	Details of school session and dates of school terms and holidays	School website
Health and Safety Policy and Risk Assessment Policy	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	School website
Complaints procedure	Statement of procedures for dealing with complaints	School website
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	School website

Requests for any other information held by the school may incur a charge.