

Nettleworth School

Freedom of Information Policy

We nurture, we flourish, we achieve

Document control

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Approved/Ratified by:	Staff and Governors at Nettleworth School

**This is Nettleworth School's Publication Scheme
based on information available under the Freedom of Information Act 2000
This document must be read in conjunction with Nottinghamshire County Council
guidance (Appendix A)**

The governing body is responsible for 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 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.*

The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme are 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 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.

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 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 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.

4. How to request information

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: **office24@nettleworth.notts.sch.uk**

Tel: **01623 455940**

Fax: **01623 455941**

Contact Address: **Ley Lane, Mansfield Woodhouse, Notts. NG198LD**

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

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.

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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • 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 destinations of school leavers¹ • the arrangements for visits to the school by prospective parents • the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

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	<p>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):</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses • a description of the school's arrangements for security of pupils staff and the premises • 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 • a statement of policy on whole staff development identifying how teachers'

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

	<p>professional development impacts on teaching and learning</p> <ul style="list-style-type: none"> • number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the destinations of school leavers¹ • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
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 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
Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding / Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. (<i>from March 2004</i>)

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Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
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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

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. D Hyslop, Nettleworth Infant School, Ley Lane, Mansfield Woodhouse, Notts. NG198LD

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 that deals with formal complaints. They can be contacted at:

Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745

E Mail: casework@ico.org.uk

Related Websites :

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

<https://ico.org.uk/global/contact-us/postal-addresses/>

APPENDIX A

<http://www.nottinghamshire.gov.uk/schoolsportal/sp-search?q=freedom+of+information+>

FREEDOM OF INFORMATION REQUESTS

Introduction

The Freedom of Information Act 2000 came into effect in January 2005.

The Act aims to promote openness in the public sector, which includes government departments, councils, hospitals, schools and the police. The Act helps the public to get a better understanding of how public authorities carry out their duties, why they make their decisions, and how they spend public money.

The Act gives individuals rights to see official information held by public authorities such as local councils, hospitals and the police.

Under the Freedom of Information Act, any individual, or business entity is able to make a request to Nottinghamshire County Council for information held by the Council. This right is known as the 'right to know'. It gives everyone the right to request recorded information held by public bodies.

Under the Freedom of Information Act, an applicant can make a request for information held by the County Council but cannot request information held about themselves. Requests for personal information that is being held by an organisation must be made under the Data Protection Act 1998. The 1998 Data Protection Act applies to all bodies public and private.

The Freedom of Information Act 2000 applies to public authorities in England, Wales and Northern Ireland and to those which are UK-wide. The Freedom of Information Act only applies to public authorities and companies that are wholly owned by public authorities.

Applying for information under the Act

The majority of requests under the Freedom of Information Act will be handled by the appropriate department in the County Council. However, if the request relates to information held on a school level, requests may be made directly to Head Teachers or the Governing Body of a school.

Requests must be made in writing or by e-mail and an applicant is entitled to be informed in writing as to whether the information requested is held and to have that information communicated to them. Applicants should state their name, an address to reply to, and a clear description of the information being requested.

Applicants do not have to explain why they want that particular information or for what purpose they intend to use it for.

The Act stipulates that requests for information should be responded to within 20 working days.

Confidentiality

If you have concerns regarding the confidentiality of a pupil related request you will need to contact your Local Education Officer:

Ashfield, Bassetlaw, Mansfield and Newark schools:
North Base – 01623 433 433

Broxtowe, Gedling and Rushcliffe schools:
South Base – 0115 854 6000

If you have concerns regarding the confidentiality of a staffing related request you will need to contact your area HR Business Partner.

Costs

In most cases the information will be provided free. But some costs, such as photocopying and postage, can be charged for. If the authority has specific permission to charge for a particular type of information, it can ask the applicant to pay these fees.

Exemptions to the “right to know”

The Freedom of Information Act also recognises that there are valid reasons for withholding information by setting out a number of exemptions from right to know.

Information must be disclosed unless there is a good legal reason not to. If you are refused information, the authority must explain why.

Legal grounds for not releasing requested information include:

- Release of the requested information may be refused on the grounds that the cost of collecting and providing it exceeds the “appropriate limit”.
- The information is reasonably accessible to applicant by other means than being provided by the school or County Council.
- The information requested is intended for future publication and that it is reasonable in the circumstances that the applicant wait until such time that the information is actually published.
- The information requested is subject to legal professional privilege e.g specialist legal advice given in confidence to the school or County Council.
- The information requested covers sensitive matters of national security and defence of the United Kingdom. e.g the Armed forces, Security Service, Secret Intelligence Service, Government Communications Headquarters (GCHQ).
- Release of the information requested would prejudice the ability of law enforcement agencies to prevent or detect crime; or apprehend criminal suspects.
- Release of the information is likely to prejudice any actual or potential legal action or formal investigation involving the school or County Council.
- Release of the information would prejudice the ability of the authority to carry out an effective audit of its accounts, resources and functions.
- The information being requested is subject to Parliamentary privilege.

Complaints

If an applicant is unhappy about the way a request for information has been handled, a complaint should be in writing (or via e-mail) and set out:

- Contact details (name, address, e-mail address)
- The information that was requested
- The reason why they are dissatisfied
- The date which the information was requested

A reply to a complaint should be sent within 20 working days. If the complaint is complicated, this may take longer, and the complainant should be kept informed about what action is being taken and when to expect a reply in full.

If the complainant is still unhappy after making an initial complaint the matter can be referred to the Information Commissioner at **website:**

www.informationcommissioner.gov.uk