



Petersfield Publication Scheme information available under the Freedom of Information Act 2000

Version	2018 review
Policy Type	External
Discussed by staff	June 18
Approved by the Headteachers	June 18
Adopted by the FGB	Resources, June 18
Next Review	June 2021

Introduction: what a Publication Scheme is and why it has been developed

One of the aims of the Act (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. Petersfield Church of England (Aided) Primary School is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information. This policy outlines the school's responsibilities with respect to the Act and how requests for information are dealt with.

Information which the school routinely makes available is included in the Publication Scheme, contained in the Appendix below. This scheme sets 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.

Under the Act, anyone has a legal right to ask for access to information held by the school. Anyone requesting information under the FOIA is entitled to be told whether the school holds the information and to receive a copy, subject to certain legal restrictions. While the Act assumes openness, it recognises that certain information, such as personal information, is sensitive and exemptions allow the protection of this information.

This Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner. For further information and guidance, see the DfES "Freedom of Information Act 2000 – A Guide for Maintained Schools on Full Implementation from January 2005."

1. Aims and Objectives

The school aims to:

- To ensure that every member of our community experiences a safe, happy environment based on the teachings of Jesus, which are love and forgiveness.
- To foster confidence, responsibility and self-esteem in each individual so that they can make good independent choices and contribute fully to the school and community.
- To address all learning needs to develop each individual's full potential

- To engender a lifelong enjoyment of learning through the delivery of a broad and lively curriculum.
- To prepare pupils to be good citizens in a diverse and rapidly changing multicultural world.

The publication scheme is a means of showing how we are pursuing these aims.

2. Categories of information published

Petersfield Church of England (Aided) Primary School has adopted the model Publication Scheme for schools approved by the Information Commissioner, which guides you to information which we currently publish (or have recently published). The Publication Scheme, detailed in the Appendix, is available from the school office and the school's website. The categories of information contained in the Publication Scheme are split into topic areas, known as 'classes', for ease of understanding. They are:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and Registers
- The services we offer

3. How to request information

The school recognises its duty to

- provide advice and assistance to anyone requesting information. The school will respond to straightforward verbal requests for information, and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.
- tell enquirers whether or not the school holds the information they are requesting (the duty to confirm or deny), and provide access to the information the school holds in accordance with the Publication Scheme set out in the Appendix.

Requests under FOIA can be addressed to anyone in the school, but must be made in **writing**, (including email, fax and letter), and should include the enquirer's **name** and **address**, and state clearly **what information** is required (and in what format (hard copy/electronic copy)). Requestors do not have to mention the Act, nor why the information is requested.

The school has a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is a time limit of 20 days excluding school holidays for responding to the request, and the Act is fully retrospective, so that any past records which the school holds are covered by the Act.

Contact details are set out below, or you can visit our website at:

www.petersfield.cambs.sch.uk

Email: office@petersfield.cambs.sch.uk

Fax: 01223 208567

Address: The Head Teachers, Petersfield Church of England (Aided) Primary School,
Hurdleditch Road, Orwell, SG8 5QG

5. Responsibilities

The school's Governing bodies have delegated the day-to-day responsibility for compliance with the FOIA to the Head Teacher. The school Office will coordinate all enquiries under the FOIA and the Head Teacher is the point of reference for training and advice.

6. Paying for information

We do not make any charge for access to information published on our website

Single copies of information covered by this publication are provided free unless stated otherwise in the publication scheme. 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 in the description box.

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 sent to the school in accordance with our [complaints policy](#).

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:

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

Enquiry/Information Line: 0303 123 1113

E Mail: casework@ico.org.uk (please include telephone number)

Website : www.ico.org.uk