

Earlsmead Primary School

GDPR Freedom of Information Publication Scheme

Policy summary	The school's responsibilities relating to freedom of information.
Affects	Staff, Volunteers, Pupils, Governors
Drafted by	Resources Committee
Status	Other Statutory Document
Approved by	Resources Committee
Last approved revision date	February 2022
Next review date	February 2023
Related policies, procedures and forms	Data protection, Employee private notice and Pupil and parent private notice

Families are encouraged to be familiar with this policy via the school website. Copies of this policy and its associated documents are available from the school office.

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.

In order to meet this aim, we have produced 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 receipt of payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available on request.

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:

- Provide a safe, secure and caring environment for the whole school community
- Deliver a stimulating, enjoyable and creative curriculum for all the children ensuring that they are supported in achieving both academically and socially.
- Use a range of teaching styles and resources to meet the learning needs of all our pupils enabling them to reach their full potential
- Create a calm, purposeful learning environment where positive behaviour, mutual respect and hard work are recognised and valued
- To provide a friendly and welcoming atmosphere in which the diversity of both the school community and the wider community is celebrated and respected.

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 broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the minutes to governing body meetings 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.

Earlsmead Primary School

Broad Lane

London N15 4PW

020 8808 7915

Email: office@earlsmead.co.uk

Head Teacher: Hina Shah

Chair of Governors: Andrew Bethell

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.

If your request means that we have to do a significant amount of photocopying, printing, pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know any cost before fulfilling your request. Information will be charged at the actual cost of providing it (i.e. the cost of photocopying, plus time of employee photocopying information, plus postage and any other actual costs incurred as a result of providing the requested information). If we need to charge for providing the information, we will require payment before we can provide the information.

6. Classes of Information Currently Published

Class	How the information can be obtained
<p>Who we are and what we do:</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 ● Parents' right to withdraw their child from religious education and collective worship ● Information about the school's policy on providing for pupils with special educational <p>Governance</p> <ul style="list-style-type: none"> ● Name of the governing body ● Instrument of governance ● Contact details for the chair of governors ● Manner in which the governing body is constituted ● Agreed minutes of meetings of the governing body 	<p>School prospectus and school website</p> <p>School office</p>
<p>What we spend and how we spend it</p> <ul style="list-style-type: none"> ● Annual budget plan and financial statements ● Pay policy ● Staffing structure ● Governors' allowances <ul style="list-style-type: none"> ● Pupil premium ● Sports premium 	<p>School business manager</p> <p>School business manager and school website</p>

<p>What our priorities are and how we are doing</p> <ul style="list-style-type: none"> ● Government supplied performance data ● The latest Ofsted report ● School improvement plan ● Performance management policy adopted by the governing body 	<p>DFE website Ofsted website</p> <p>School office</p>
<p>How we make decisions</p> <ul style="list-style-type: none"> ● Agendas of meetings of the governing body and its sub committees ● Minutes of meetings as above (this will exclude information that is properly regarded as private to the meetings) 	<p>Clerk to governors who can be contacted by the school via the school office</p>
<p>Our Policies and Procedures</p> <p>Including:</p> <ul style="list-style-type: none"> ● Anti Bullying Policy ● Charging and remissions ● Child protection Policy ● Data Protection ● Home-School Agreement ● Positive Behaviour Policy ● Sex and Relationships Policy ● Single Equalities Scheme ● Raising Concerns Document 	<p>School website and school office</p>
<p>Lists and registers (currently maintained lists and registers only)</p> <ul style="list-style-type: none"> ● Curriculum circulars and statutory instruments ● Asset register <p>Any information that the school is currently legally required to hold in publicly available registers (this does not include the attendance register)</p>	<p>School office</p> <p>School business manager</p>
<p>The services we offer (current information only)</p> <ul style="list-style-type: none"> ● Extra curricular activities ● Out of school clubs ● School publications ● Services for which the school entitles to recover a fee, together with those fees ● Leaflets, books and newsletters 	<p>School office</p> <p>School office, school website</p>

For further information about the Freedom of Information act and your rights, please refer to the Information Commissioner’s website: <http://www.ico.gov.uk>.