



Freedom of Information Policy – Scheme of publication

Rudyard Kipling Primary School

September 2018



Rudyard Kipling Primary School and Nursery Access to Information Policy

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RUDYARD KIPLING PRIMARY SCHOOL & NURSERY Access to Information Policy

Background

Rudyard Kipling Primary school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act. It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Act 1998. Requests for access

Dealing with Requests

Rudyard Kipling Primary School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, Rudyard Kipling Primary School is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Rudyard Kipling Primary School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as “non-absolute”) exemption that requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all request will be dealt with under this policy. The school reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).

The school recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Adopting and Maintaining Publication Schemes

Rudyard Kipling Primary School has adopted a Publication Scheme (see below) in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for. Material contained within the



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publication scheme and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act 2018

Rudyard Kipling Primary School is under a legal duty to protect personal data under GDPR and the Data Protection Act 2018. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils.

Responsibilities

Rudyard Kipling Primary School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body. All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

Contact

Details For advice and assistance at the school please contact Mr Steven Chennels. Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner’s website at: www.informationcommissioner.gov.uk

Publication Scheme

Below is Rudyard Kipling Primary School’s Publication Scheme on information available under the Freedom of Information Act 2000 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 that is to be published in the future. All information in our publication scheme is on our website to download and print off or is available in paper form. Some information that 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.



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2. 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.
- Information relating to the school and governing body – information published on the school website 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.

3. 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, or letter.

Contact details are below:

Rudyard Kipling Primary School
Chalkland Rise,
Brighton
BN2 6RH
Phone: 01273 303328
Email: office@kipling.brighton-hove.sch.uk

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.

4. 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 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 on the Guide to Information Available table.

5. Classes of Information currently published

Class 1 – Who are we and what we do (Organisational information, structures, locations and contacts – current information only)	How the information can be obtained
Who’s who in school	School Reception
Who’s who on the governing body and the basis of their appointment	School Reception / Website



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Instrument of Government	<u>Website</u>
Contact details for the Head teacher and for the governing body	Website
School Prospectus	Website / Hard copy on request
Staffing Structure	<u>Website / Hard copy on request</u>
School session times and term dates	<u>Prospectus / Newsletters / Website</u>

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	How the information can be obtained
Annual budget plan and financial statements	Hard copy on request
Capitalised funding	Hard copy on request
Additional funding	Hard copy on request
Pupil Premium Grant	Website
PE & Sports Funding	Website
Pay Policy	Website
Staffing and grading structure	Hard copy on request
Governor’s allowances	Hard copy on request

Class 3 – What our priorities are how and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	How the information can be obtained
School profile: • Government supplied performance data • Latest OFSTED Report	Website
Appraisal Policy and procedures adopted by the governing body	Website
Raising Attainment Plan	Hard copy on request

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years information as a minimum	How the information can be obtained
Admissions policy/decisions (not individual admission decisions)	Website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy on request
Minutes of meetings of the Full Governing Body	Website



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Class 5 – Our policies and procedures (Current written protocols and procedures for delivering our services and responsibilities.) Current information only	How the information can be obtained
Finance & Personnel policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies • Capabilities of Staff • Freedom of Information • Parent/Care and Voluntary Helpers • Scheme of Delegation • Sick Absence Management Procedure • Staff and Student Handbook • Statement of Procedures for dealing with allegations of abuse against staff • Supervision • Tackling extremism and radicalisation • Whistleblowing 	Website <ul style="list-style-type: none"> • Website • Website • Hard copy on request • Hard copy on request • Website • Website • Website • Hard copy on request Website • Website • Website • Website • Website • Hard copy on request • Hard copy on request • Website • Website
Curriculum policies including: <ul style="list-style-type: none"> • Acceptable Use • Admissions • Anti-Bullying • Anti-Cyber Bullying • Assessment • Behaviour • Child Protection and Safeguarding • Educational Visits • Equality and Diversity Information • Effective Learning Feedback • E-safety • EYFS Nursery • EYFS Pre-School • Governor Visits • Home/School Agreement • Manual Handling • Medicines & First Aid Policy • Missing Child • Pupil Premium Statement • SEND and Inclusion • Sex and Relationships Policy 	Website <ul style="list-style-type: none"> • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Website • Hard copy on request • Website • Hard copy on request • Website • Hard copy on request • Website • Website • Website
Premises policies including:	



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<ul style="list-style-type: none"> • Accessibility Plan • Emergency Procedure and Management Plan • Health & Safety including Risk Assessments • Lettings 	<ul style="list-style-type: none"> • Website • Hard copy on request • Hard copy on request • Hard copy on request
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information and ICT Security Policy • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<ul style="list-style-type: none"> • Website • Website • Website

Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained
Asset register	Meet with Head teacher to discuss requirements
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Meet with Head teacher to discuss requirements

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	How the information can be obtained
Currently information only	
Extra-curricular activities	Newsletter
After-school clubs	Reception and Website
Leaflets, books and newsletters	Website Reception Hard copy on request

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 0.6p per sheet (black & white)	Actual Cost*
	Photocopying/printing @ 4.1p per sheet (colour)	Actual Cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with relevant legislation



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*the actual cost incurred by the School

6. 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 Joanne Smith.

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 Officer, BHCC, Hove Town Hall, Norton Road, Hove, BN3 3BQ

E-mail: foi.brighton-hove.gov.uk

Website: www.informationcommissioner.gov.uk