

Freedom of Information

Publication Scheme for Information available under the Freedom of Information Act 2000

Introduction

From 1st January 2005 when the Freedom of Information Act 2000 (FOIA) came fully into force, there was a legal right for any person to ask a school for access to information held by that school. This guidance is to help schools i.e. governing bodies, headteachers and school staff to understand the requirements of FOIA and to handle requests for information under the Act, which is fully retrospective.

The guidance recognizes that schools already deal with a great variety and numbers of requests for information and offers a straightforward approach to compliance. It recognizes also that some aspects of the legislation regarding information held by public bodies are complex and that their full meaning is yet to be tested by the courts.

This guidance supplements the guidance issued in September 2003 by the Information Commissioner setting out how schools should comply with the requirement under the Act to have a "Publication Scheme", which sets out the information they publish already.

What is a Publication Scheme 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, the school has a Publication Scheme as set out in this document. This gives details of what information is available to the public, and how they can go about accessing it.

It is important to note that there will always be some information that, for reasons of personal confidentiality or other good reasons, may not be made public.

Aims and Values

Stratford St Mary Primary School is a family oriented, caring school providing an excellent and enjoyable education which enables all children to achieve their full potential.

At Stratford St Mary every individual is valued for who they are and what they contribute to our school. We are very proud of our role in the community, the way children are nurtured and the close partnership we have with each family.

The whole staff team and all pupils are involved in actively promoting key values. These key values are identified each year for their connection to our half termly topics and for coverage of the personal, social and spiritual development programme.

Through promoting values within our school every day we aim to:

- Maintain and promote good behaviour
- Develop pupils' understanding of what values are and why they are important in life.
- Encourage children to demonstrate these values at home and at school.
- Offer opportunities for children to take on roles of increasing responsibility as they move through the school.
- Enable children to focus on the positive aspects of themselves which they can value.

For further information on our school, please visit our website at www.stratfordstmaryprimary.co.uk

Categories of Information Published

The school provides publicly available information under the following four broad categories (called classes) of information:

- School prospectus and background information
- Governors documents
- Pupils and curriculum related documents
- School policies and other information related to the school

School Prospectus and Background Information

The school prospectus contains a large amount of background information including (but not limited to):

- 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' rights 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;
- The arrangement for visits to the school by prospective parents

Governors' Documents

Governors' documents include information on the composition of the Governing Body, the names of Governors and details of their terms of office along with the minutes of Governing Body meetings and those of various Governor sub-committees within the school.

Pupil and Curriculum Related Documents

These documents include all the school's pupil-related policies. A full list of current pupil-related policies are available on request.

General School Policies and Other Information Relating to the School

These documents include general school policies (such as those for Health and Safety, complaints procedures, staff-related policies etc) and other useful information such as OFSTED reports and subsequent action plans. A full list of current general policies is available on request.

How to request information

If you require access to any of the information referred to in this document, if possible please refer in the first instance to the school office. Alternatively you can email any requests for information to office@stratfordstmary.suffolk.sch.uk or in writing to The Office, Stratford St Mary Primary School, Strickmere, Stratford St Mary, Colchester, Suffolk, CO7 6YG

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

Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. Single copies of any information in paper form covered by this publication are provided free unless stated otherwise.

Feedback and complaints

If you want to make any comments about this publication scheme or if you require assistance or wish to make a complaint then initially this should be addressed to the Chair of Governors via the school.

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line: 01625 545 700

Email: publication@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk