



# ALSTON MOOR FEDERATION

## Freedom of Information Policy

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### **Aim**

The school aims to enable every child to fulfil their learning potential, with education that meets the needs of each child and help every child develop the skills, knowledge and personal qualities needed for life and work.

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

### **Objectives/Guidelines**

The information is available under the Freedom of Information Act 2000.

### **The Whole School**

The classes of information that we undertake to make available are organised into four broad topic areas:

1. School Website
2. Governors' Documents  
The Governors' Annual Report to Parents and in other governing body documents.
3. Pupils & Curriculum
4. School Policies

### **Governors**

The Governing body is responsible for maintenance of this scheme.

## **Parents**

- Parents may request copies of any of the documents within the scheme by contacting the school and making the request.
- To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". If the information you're looking for isn't available via the scheme, and isn't on our website, you can still contact the school to ask if we have it.
- 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. 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 and payment will be due on collection of the documents.

## **Review**

The Policy on Freedom of Information will be subject to annual review or in accordance with any revisions made by Cumbria County Council.

## **This is Alston Moor'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 which is to be published in the future. All information in our publication scheme is 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 website– information published on the school website.
- Governors’ Documents – information published in 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 office by telephone, email or letter. Contact details are set out below or you can visit our website at <https://www.alstonmoorfederation.org.uk/>.

Email: [alstonoffice@alston.cumbria.sch.uk](mailto:alstonoffice@alston.cumbria.sch.uk)

Tel: (01434) 381236

Contact Address: Alston Moor Federation, Church Road, Alston, Cumbria, CA9 3QU

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 and isn’t on our website, you can still contact the school to ask if we have it.

AMF will respond to requests within 20 working days.

#### **5. Right to request information**

There is a legal right for any person to make a request to a school for access to information held by the school. Schools are under a duty to provide advice and assistance to persons requesting information. Enquirers do not have to say why they want the information and the request does not have to mention FOI. The request must be in writing.

The enquirer is entitled to be told whether the school holds the information (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to original documents.

‘Hold’ means any information relating to the school which the school has created, has received from another body or person, or is held by another body on the school’s behalf.

There are only four reasons for not providing information which has been requested:-

- one or more of the exemptions apply
- the information is not held
- the cost threshold is reached (£450)

- the request is considered vexatious and repeated

There is no duty to confirm or deny if to do so would engage one of the exemptions. However in all circumstances, even if you intend to withhold the information, school must send a reply to the request.

There are also two important categories of information which should not be dealt with under FOI.

- **personal information** - when an enquirer asks to see information the schools holds about them, this is a subject access requests under the Data Protection Act (DPA) 1998.
- **environmental information** - Environmental Information Regulations enquiries are ones which relate to air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these. These could therefore include enquiries about recycling, phone masts, school playing fields, car parking etc.

The Federation will keep a record of all requests received for monitoring purposes, noting:

- The date the request was received
- Name and contact details of the person or organisation making the request
- The date the request was fulfilled or refused
- The reason for any exemption being applied
- The reason for any failure to meet the 20 working day deadline

## **6. 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.

If your request means that we have to do a lot of photocopying or printing, 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.

## 7. Classes of Information Currently Published:

### School Website -

**This section sets out information published in the school website**

Class	Description
School Website	<p>The contents of the school website are as follows :-</p> <ul style="list-style-type: none"><li>• the name, address and telephone number of the school, and the type of school</li><li>• the names of the head teacher and chair of governors</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• 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</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• GCSE results in the school, locally and nationally</li><li>• the destinations of school leavers<sup>1</sup></li><li>• the arrangements for visits to the school by prospective parents</li><li>• 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</li></ul>

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

## Information relating to the governing body –

**This section sets out information published in governing body documents.**

Class	Description
Instrument of Government	<ul style="list-style-type: none"><li>• The name of the school</li><li>• The category of the school</li><li>• The name of the governing body</li><li>• The manner in which the governing body is constituted</li><li>• The term of office of each category of governor if less than 4 years</li><li>• The name of anybody entitled to appoint any category of governor</li><li>• Details of any trust</li><li>• If the school has a religious character, a description of the ethos</li><li>• The date the instrument takes effect</li></ul>
Minutes <sup>2</sup> 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> ]

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<sup>2</sup>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

## **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
Health Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs and Disability 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.
Equality, Inclusion and Diversity Policy	Statement of policy for promoting equality
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline Policies	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.



## 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
Finance	What each school spends and how it is spent
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	Statements 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

## 8. 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 the Headteacher.

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: 0303 123 1113

Website : [www.ico.org.uk](http://www.ico.org.uk)

### Monitoring Arrangements

This policy will be reviewed every two years by the Governing Board.

<b>Version Control</b>	
Created by:	Headteacher
Approved by:	Full Governing Body
Date approved on:	December 2020
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