

BILLINGHAY CHURCH OF ENGLAND PRIMARY SCHOOL
FREEDOM OF INFORMATION POLICY
September 2024

Access to other school information – guidance on Freedom of Information Publication Schemes

- Under the Freedom of Information Act 2000, all schools (primary, secondary and nursery) should have a 'publication scheme' – essentially a formal list of the types of non-personal information which the school produces or holds, and which is readily accessible to staff, pupils and parents or other enquirers.
 - The publication scheme should be available as a hard copy and also posted on the website.
 - There should be a named person with overall responsibility for published information within each school. In our school this is the Head Teacher.
- The publication scheme is split into categories of information known as 'classes'.
The classes of information that we undertake to make available are organised into four broad topic areas:

1. Who we are and what we do:
 - the name, address, telephone number, email and website address of the school, the location 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;
 - the fact that the school is a Church of England school and that the religious education is in accordance with the LCC Agreed Syllabus, parents' right to withdraw their child from religious education and collective worship and any alternative provision which exists for such pupils;
 - number of pupils on roll and rates of pupils' authorised and unauthorised absences;
 - session times, term and holiday dates
 - our curriculum including our curriculum statement
2. Governors' Documents – information published in governing body documents.
 - Instrument of Government – this is a document which records the name and category of the school and name and constitution of its Governing Body;
 - The names of Governors and the basis on which they have been appointed and details of how to contact them via school;
 - Agreed minutes of meetings of the Governing Body and its committees (Curriculum and Standards, Finance and Staffing and Steering Group).
3. What our Priorities are and how we are doing
 - Performance data supplied to the government
 - Published reports of the last Ofsted Inspection of the school and the last Section 48 Religious Inspection report.
 - Performance Management / Appraisal information – Performance Management / Appraisal Policy.
 - The school's future plans - Any major proposals for the future of the school involving, for example, consultation on a change in school status.
 - Safeguarding and child protection

The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.

4. School Policies and other information related to the school

- Including Sex and Relationships Education Policy, Special Educational Needs Policy, Accessibility Plan, Equality, Behaviour and anti bullying policies.
- Charging Policy, Pay Policy, Health and Safety Policy and Risk Assessments, Complaints Procedures, Appraisal Policy, Staff Conduct, Discipline and Grievance Procedures (LCC Employment Manual)
- Financial audit reports
- The services we offer - Information about the services the school provides including leaflets, guidance and newsletters
- The Governors have adopted all Lincolnshire County Schools Employment and Equal Opportunities Policies, which can be obtained from Lincolnshire County Council

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 set out below or you can visit our school website www.billinghayprimaryschool.co.uk.

Email: Kelly.Sedlan@billinghay.lincs.sch.uk

Tel: 01526 860786

Address:
The Headteacher
Billinghay CE Primary School
Fen Road
Billinghay
Lincs
LN4 4HU

Requests for information

- The Freedom of Information Act came into force on 1st January 2005. Under this Act, all schools which receive a written or emailed request for information which they hold or publish, are required to respond within 20 working days.
- The school will provide information on where to access the information required eg. the website link, or details of a charge if the publication/ information is charged, or send any free information. If the item is charged the school does not need to provide it until the payment is received. Single copies of information covered by this publication are provided free. 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.
- A refusal of any information requested must state the relevant exemption which has been applied or that the school does not hold the information, and must explain what public interest test has made if this applies.
- If the information is published by another organisation (for example, Ofsted reports, DfE leaflets) the school can direct the enquirer to the organisation which supplied the information or publication unless it is legal and possible to provide the information direct (for example, a copy of the summary of an Ofsted report, spare copies of a DfE leaflet).

- It will not be legal to photocopy a publication in its entirety and supply this to an enquirer unless the school owns the copyright – this is particularly important where the original publication was a charged item.
- The school will keep the original request and note against this who dealt with the request and when the information was provided.
- Any complaint about the provision of information will be handled by the Head Teacher or another senior member of staff. All complaints should be in writing and documented. The Publication Scheme will include information on who to contact for both enquiries and complaints.
- All enquirers should be advised that they may complain to the information Commissioner if they are unhappy with the way their request has been handled.

Reviewing:

This guide and policy will be reviewed, and updated if necessary every two years.