



Marshfield CE VC Primary School

'Learning Together, Inspiring Each Other, Achieving Our Best'

Freedom of Information Policy

Ratified by Governing Body on	Date: 04/05/21
Due for review	Date: May 2024



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Freedom of Information Policy

This is Marshfield CE VC 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 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

The scheme covers information already published and information which is to be published in the future.

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

We are committed to maximising pupil achievement and development.

Our children will :

- Be happy and secure.
- Be high achieving learners making excellent progress in relation to prior attainment
- Be enthusiastic and highly motivated to learn.
- Demonstrate positive attitudes and behaviour characterised by high self esteem, independence and responsibility.
- Become well rounded citizens of the 21st century.
- Develop key skills.

Our staff will :

- Create a vibrant learning environment.
- Have a secure subject knowledge.
- Employ effective teaching strategies.
- Plan and assess effectively.
- Set high expectations.
- Pace lessons appropriately.
- Ensure learning is relevant, creative, challenging, participative and enjoyable.
- Provide a rich, stimulating and balanced curriculum.
- Develop key skills.

- Employ positive reinforcement and celebrate achievement.
- Contribute, take responsibility and develop initiatives.

Marshfield Primary School is a school where:

- There is a positive ethos, confidence and optimism.
- Inclusion enables participation and involvement of all
- Performance is kept under rigorous review.
- There is an environment of opportunity engendering a sense of pride, ownership, responsibility and identity.
- Diversity is celebrated and respected.
- There are caring relationships where staff and children are valued as individuals.
- There is a culture of self respect and collaboration.

Marshfield Primary School is a school where:-

- There is a positive Christian ethos encouraging confidence and optimism.
- There is a culture of inclusion, enabling the participation and involvement of all.
- There is an environment of opportunity engendering a sense of pride, ownership, responsibility and identity.
- There are caring relationships where staff and children are valued as individuals.
- Diversity is celebrated and respected and we challenge stereotypes.
- We value open and effective communication and consultation.
- We value fairness, honesty and integrity.
- We value learning and development of all members of the school community.
- We believe practice can always be improved, and maintain an open dialogue about how children learn best.

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 outlined in section 6 below.

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 or you can visit our website at www.marshfieldprimary.org.uk

Email: admin@marshfieldprimary.org.uk

Tel: **01225 891246**

Contact Address: Marshfield CE VC Primary School, Chippenham Road, Marshfield, Chippenham, Wilts SN14 8NY

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.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. Requests for paper copies will be charged in accordance with the schedule below. We will let you know the cost before fulfilling your request.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	£0.002 per sheet (actual cost) or minimum £0.20, whichever is greater.
	Photocopying/printing @ ..p per sheet (colour)	£0.02 per sheet (actual cost) or minimum of £0.20, whichever is greater
	Postage	Actual cost of Royal Mail standard 2 nd class at date of request
Statutory Fee		In accordance with the relevant legislation

6. Classes of Information Currently Published

Information to be published	How the information can be obtained:
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	Website/School Office
Who's who on the governing body and the basis of their appointment	Clerk to Governors via School Office
Instrument of Government	Clerk to Governors via School Office
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website/School Office
Staffing structure	Website/School Office
School session times and term dates	Website/School Office

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

Annual budget plan and financial statements	School Office
Capitalised funding	School Office
Additional funding	School Office
Procurement and projects	School Office
Pay policy	School Office
Staffing and grading structure	School Office
Governors' allowances	Clerk to Governors via School Office

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

School profile <ul style="list-style-type: none">• Government supplied performance data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report	DfE Website/School website
Performance management policy and procedures adopted by the governing body.	School Office
Schools future plans	School Office

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous three years as a minimum

Admissions policy/decisions (not individual admission decisions)	School Office/Local Authority
Agendas of meetings of the governing body and (if held) its sub-committees	Clerk to Governors via School Office
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Clerk to Governors via School Office

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Full list of policies listed in Appendix A

School policies including:	
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<ul style="list-style-type: none"> • Charging and Remissions policy • Health and Safety • Complaints procedure • Discipline and grievance policies/procedures • Staffing structure • Freedom of Information • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	All available from office or website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • PSHE and RSE Policy • Special educational needs • Accessibility • Race equality • Collective worship • Behaviour Policy 	Website or school office
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	School office or website
Charging policies.	School office or website
Class 6 – Lists and Registers Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	School office
Disclosure logs	Head Teacher
Asset register	School office
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	

7. 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 Jessica Bolt (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:

Website: <https://ico.org.uk/>

Signed

Head:

Date:

Chair of Governors:

Date:

Marshfield CE VC Primary

Freedom of Information Publication Scheme

Appendix A – Schedule of policies held by the school

Critical Incident Plan
Lettings Policy
Purchasing Policy
Data Protection Impact Assessment Policy & Procedure
Information Security Impact Procedure
Complaints Policy & Procedure
GDPR Parent/Carer Acceptable Use Policy
GDPR Staff Acceptable Use Policy
Data Protection Policy
GDPR Online Safety Policy
Whistle Blowing Policy
Emergency Management Plan
Charging Policy
Appraisal and Capability Policy
Schedule of Delegated Authority
Best Value Statement
Statement of Internal Control
School Meals Payment Policy
Data Protection Policy
Staff Well-Being Policy
Alcohol, Drugs & Substance Misuse Policy
Managing Sickness Absence Policy
Bullying & Harassment Policy
Caretaker Policy
Freedom of Information Policy
Safer Recruitment Policy
Records Retention Policy
Site Security Policy
Financial Write off Policy
RE Policy
Anti-Bullying Policy
Volunteers in School Policy
PE Policy
Role of Governor Responsible for Curriculum Area
Outdoor Play Policy

Assessment Policy

Guidelines for Class Organisation

Supporting Children with Medical Needs Policy

Marking Policy

Home Learning Policy

Spiritual Development Policy

Educational Visits Policy

Collective Worship Policy