



## PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

### INTRODUCTION

One of the aims of the Freedom of Information Act 2000 (hereafter referred to as FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This policy sets out:

- The classes of information that we publish, or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge, or at a small cost.

It covers information already published and information that is to be published in the future. Some information which we hold, e.g. personal information, may not be made public.

All information in our publication scheme is available in paper form.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### AIMS AND OBJECTIVES

- To ensure that pupils receive their educational entitlement and to build the academic foundations for their future lives.
- To develop in pupils essential behavioural, moral, cultural and spiritual attitudes that will prepare them for the responsibilities of adulthood.
- To set high academic, social and personal expectations of all members of the school community within a supportive, caring but challenging work environment, in which every individual can meet his/her full potential.
- To teach pupils essential communication, literacy, numeracy, life and vocational skills in preparation for a full and independent adult life.
- To develop an interest in, and motivation towards, learning for its own sake and to teach pupils how to learn.
- To raise self-esteem, confidence and worth, and to empower pupils to become valued and valuable members of the community.
- To enter into a proper partnership with parents/carers based on mutual trust and respect.

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

### CATEGORIES OF INFORMATION PUBLISHED

This policy guides you to information that we currently publish or will publish in the future. This 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:

- School Prospectus
- Governors' documents
- Pupils and curriculum
- School Policies and other information related to the school.

## HOW TO REQUEST INFORMATION

If a paper version of any of the documents is required, the school should be contacted by telephone, email or letter. Contact details are set out below.

Telephone: 01722 742621  
 Email: [admin@wiltonandbarford.wilts.sch.uk](mailto:admin@wiltonandbarford.wilts.sch.uk)  
 Fax: 01722 741286  
 Address: Wilton & Barford Primary School  
 Burcombe Lane  
 Wilton  
 SP2 0ES

Please mark any correspondence 'PUBLICATION REQUEST'.

If the information you require is not available via the scheme, please contact the school and ask if we have it.

## PAYING FOR INFORMATION

Information published on our website is free, although costs may be incurred 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 a charge is applicable. If a request involves a lot of photocopying, printing or a large postage charge, we will let you know the cost before fulfilling your request.

## INFORMATION CURRENTLY PUBLISHED

- School Prospectus
- Instrument of Government
- Minutes of meetings of the governing body and its committees (some of the content may be confidential or exempt from the publication law - we cannot publish this)
- Home School Agreement
- Curriculum Policy and
- Sex and relationship Policy
- Special Educational Needs Policy
- SEND offer
- Accessibility Plan
- Equality information and objectives
- Ofsted Report
- SIAMS report
- Learning and teaching policy
- Charging and Remissions policy
- Collective Worship policy
- Behaviour and Anti Bullying policies
- School times and dates
- Health and Safety policy
- Complaints procedures
- Admissions policy

- Attendance policy
- British Values policy
- Calculation policy
- Child protection and safeguarding children
- Cyber bullying policy
- E safety policy
- Offsite activities
- Positive handling and physical intervention policy
- Pupil Premium report
- PE Grant report
- Teacher Appraisal
- Whistleblowing policy
- Code of conduct
- Pupil mobility

## FREEDOM OF INFORMATION ACT 2000 GUIDANCE FOR SCHOOLS

Checklist for action on receipt of an information request:

- Decide whether the request is a request under the Data Protection Act (personal information about the person making the request) or Freedom of Information Act (everything else)
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public (i.e. if it has been provided to any person or body other than the school or the LA or the person whom the information is about)
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified e.g. are they requesting personal information about somebody else\*
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information.\*
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit \*
- Consider whether the request is vexatious or repeated \*
- *If in any doubt about these issues, please seek advice from The Corporate Information Team at Wiltshire Council*

Remember that schools are under a duty to provide advice and assistance to anyone requesting information. The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well-managed records and management information system is essential to help schools meet requests.

Always be aware when adding to school records or files that the information could be requested at a later date. Keep recorded information accurate and up-to-date.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOIA request should be in writing, stating the enquirer's name and correspondence address and a description of the information requested.

Expressions of dissatisfaction about the response to any request should be handled through the school's existing complaints procedure.

Requests should be dealt with within **20** days excluding school holidays.

## Further support and guidance

Specialist guidance on the legislation is available from the Council's Corporate Information team or from the Council's Legal Services team.

These services are chargeable but part of the Service Level Agreement; please contact the relevant department for more information

Corporate Information Team  
Wiltshire Council  
County Hall  
Trowbridge  
Wiltshire  
BA14

Democratic Services  
Wiltshire Council  
County Hall  
Trowbridge  
Wiltshire  
BA14

Email: [foi@wiltshire.gov.uk](mailto:foi@wiltshire.gov.uk)

Email: [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

Telephone: 01225 713643

Telephone: 01225 718220

Fax: 01225 718399

Fax: 01225 713099

## FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the scheme. If you wish to make any comments, or if you require further assistance or want to make a complaint, please contact the Headteacher.

If you are not satisfied with the assistance that you receive, or if we have not been able to resolve your complaint and you feel that a formal complaint should be made, you should address it to the Information Commissioner's Office, which deals with formal complaints and ensures compliance with the Freedom of Information Act 2000. They can be contacted at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## POLICY REVIEW

This policy will be reviewed every other year by the Headteacher, and by the Governing Body, in accordance with the school's Policy Review Schedule.