

Freedom of Information Policy

Barford Primary School



Responsibility: Head Teacher
Approved by Governing Body:
Review date:

Date: May 2023

May 2025

Publication Scheme & Policy on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. Introduction:

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. 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:

- High levels of effort from every child
- High levels of attainment in all school work
- High levels of self-discipline and sensitivity towards others
- High levels of understanding and respect for all other members of our school community
- High levels of care and respect for the school buildings and its surroundings & for the environment as a whole.

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 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 Prospectus – information published in the school prospectus.

Governors' Documents – (see School Profile) & general 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 by telephone, email, fax or letter. Contact details are set out below.

Email: enquiry@barfordprimary.co.uk

Tel: 0121 464 3765

Contact Address: Barford Primary School, Barford Road, Ladywood, Birmingham. B16 0EF

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

5. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none">• The name, address and telephone number of the school, and the type of school• The names of the Head Teacher and the Chair of Governors• A statement of the school’s ethos and values• Information on the school policy on admissions and its arrangements for the admission of pupils with disabilities• Details of steps to prevent disabled pupils being treated less favourably than other pupils• Details of existing facilities to assist access to the school by pupils with disabilities• Accessibility plan – covering future plans for increasing access to the school by pupils with disabilities• 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• Number of pupils on roll and the rates of pupils’ authorised & unauthorised absences• National Curriculum assessment results for appropriate Key Stages, with national summary figures• The arrangements for visits to the school by prospective parents• Information about the implementation of the governing body’s policy on pupils with special educational needs and any changes to the policy during the year

Governing body– this section sets out information in governing body documents.

Class	Description £
Governors' Annual Report	This has been replaced with the School Profile and can be found online.
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

¹ 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
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs 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.
Equalities Policy	Statement of policy for promoting Race, Gender, Disability Equality and Community Cohesion
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	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 £ Many of the documents below will be given free and there will only be a charge for copies to non-school parents or additional copies to parents.
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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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	Statement 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
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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: **THE HEAD TEACHER, BARFORD PRIMARY SCHOOL, BARFORD ROAD, LADYWOOD, BIRMINGHAM. B16 0EF.**

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

E Mail: publications@ic-foi.demon.co.uk.

Website : www.ico.gov.uk

This policy should be used in conjunction with the school's **Acceptable Use Policy** and **Data Protection Policy**.

Data Gathering and Storage

Information will only be gathered and stored for specified purposes. Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

Dealing with Requests for Information

Theoretically any request for information is a request under the FoIA, however Birmingham City Council has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a FoI request. Only those requests which are considered to be outside the normal remit of the service provided will be recorded as FoI requests.

The school will assist applicants in making their request to have access to information held by the school.

Assistance will be given to applicants whose requests need to be transferred to another public authority (eg school, LA, hospital). The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.

The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information should still be dealt with in compliance with the 20 day deadline, whether they are recorded as FoI requests or not.

If a response will take longer than 10 working days to respond an acknowledgement should be sent to the person making the request, informing them when the information will be supplied. This acknowledgement does not allow the school to exceed the overall 20 day deadline.

The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by the Department for Constitutional Affairs. If the estimated cost of complying with the request does not exceed this amount the school is not entitled to make a charge for fulfilling the request. The Learning and Culture Data Protection and FoI Manager will notify any changes to these rates to Birmingham schools.

A senior member of staff will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database. Persons requesting data will be supplied with a copy of our complaints procedure. Copies of data supplied should be retained for two years from the date it was put into the public domain.

Applying Exemptions

A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – **absolute** and **qualified**. In practice there are very few which are likely to be applied by the education sector.

The decision to apply **absolute** exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other governors, Head Teacher, Deputy Head Teacher.

The decision to apply **qualified** exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other governors, Head Teacher, Deputy Head Teacher.

Even if the group decides information should not be disclosed, a public interest test should be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.

Advice should be sought from Learning and Culture's Data Protection and FoI Manager or Legal Services if there is any doubt as to whether information should be disclosed.

Logging Requests Received

The school should keep a record of all requests received for monitoring purposes, noting:

- a) the date the request was received,
- b) name and contact details of the person or organisation making the request,
- c) the date the request was fulfilled or refused,
- d) the reason for any exemption being applied,
- e) the reason for any failure to meet the 20 day deadline.

This policy will be included in the Staff Policy Folders.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free 10p per sheet
Who's who on the governing body and the basis of their appointment	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free 10p per sheet
Instrument of Government	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free 10p per sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free 10p per sheet
School prospectus	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free Free
Annual Report	NOT AVAILABLE	

Staffing structure	WEBSITE www.barfordprimary.co.uk	Free
	HARD COPY CONTACT THE OFFICE	10p per sheet
School session times and term dates	WEBSITE www.barfordprimary.co.uk	Free
	HARD COPY CONTACT THE OFFICE	Free
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	By written request from the main office	10p per sheet
Capitalised funding	By written request from the main office	10p per sheet
Additional funding	By written request from the main office	10p per sheet
Procurement and projects	By written request from the main office	10p per sheet
Pay policy	By written request from the main office	10p per sheet
Staffing and grading structure	By written request from the main office	10p per sheet
Governors' allowances	By written request from the main office	10p per sheet
Class 3 – What our priorities are and how we are doing		
School profile	WEBSITE www.barfordprimary.co.uk	Free
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	HARD COPY CONTACT THE OFFICE	10p per sheet
Performance management policy and procedures adopted by the governing body.	By written request from the main office	10p per sheet
Schools future plans	By written request from the	10p per

	main office	sheet
Every Child Matters – policies and procedures	By written request from the main office	10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	By written request from the main office	10p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	By written request from the main office	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	By written request from the main office	10p per sheet
Class 5 – Our policies and procedures		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free 10p per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship 	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free 10p per sheet

<ul style="list-style-type: none"> • Careers education • Pupil discipline 		
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) 	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free 10p per sheet
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	WEBSITE www.barfordprimary.co.uk	Free
Disclosure logs	By written request from the main office	10p per sheet
Asset register	By written request from the main office	10p per sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	By written request from the main office	10p per sheet
Class 7 – The services we offer Extra-curricular activities	WEBSITE www.barfordprimary.co.uk HARD COPY CONTACT THE OFFICE	Free 10p per sheet
Out of school clubs	WEBSITE www.barfordprimary.co.uk	Free

	HARD COPY CONTACT THE OFFICE	10p per sheet
School publications	WEBSITE www.barfordprimary.co.uk	Free
	HARD COPY CONTACT THE OFFICE	10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	WEBSITE www.barfordprimary.co.uk	Free
	HARD COPY CONTACT THE OFFICE	10p per sheet
Leaflets books and newsletters	WEBSITE www.barfordprimary.co.uk	Free
	HARD COPY CONTACT THE OFFICE	10p per sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact Kaylee Whorrie (School Business Manager)
Barford Primary School, Barford Road, Birmingham, B16 0EF

Tel: 0121 464 3765
Email: enquiry@barfordprimary.co.uk
Website: www.barfordprimary.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Admin time Actual copier cost Cost of Stationery
	Photocopying/printing @ 15p per sheet (colour)	Admin time Actual copier cost Cost of Stationery
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority