



Inspire Learning, Ignite Curiosity

Marlow C of E Infant School Freedom of Information Policy 2022

Then God said, "Let us make humankind in our image, in our likeness"

Genesis 1:26

Rationale

At Marlow Church of England Infant School our vision is to inspire learning and ignite curiosity, within a welcoming Christian and spiritual community. We embrace the uniqueness of everybody and are inclusive of all. Our values of, respect, kindness, perseverance, forgiveness, thankfulness and service guide all that we do and our aim is for every child to feel nurtured, supported and safe.

Our belief is that every individual is created in God's image and therefore is precious and valuable. We believe in treating everybody with respect and dignity because we acknowledge everyone's God given value and unique identity.

We aim to achieve this by providing children with the opportunity to work towards achieving their full potential by:

- Embracing the uniqueness of everybody and be inclusive of all
- Empowering all to be enthusiastic learners
- Ensuring that every child feels nurtured, supported and safe
- Enriching learning through progressive teaching methods and technology
- Being responsible to and for society
- Being good citizens of the planet

This is Marlow C of E Infant School's Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The governing body is responsible for maintenance of this scheme.

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 FOI in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available;
- whether the information is available free of charge or on payment.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school.

Some information, which we hold, may not be made public, for example personal information.

February 2022

There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

Categories of information published

The publication scheme provides a guide to information which the school currently publishes (or has recently published) or which will be published 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 Information (known as School Prospectus Information) – information published on the school website.
- Governors' Documents – information published about the school profile and in other governing body documents.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.
- School Policies and other information related to the school - information about policies that relate to the school in general.

Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute.

The School will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where the School has reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, the School will only withhold that information which it can demonstrate that the public interest will be best served by withholding.

When considering withholding information under a non-absolute exemption the School will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

For more information refer to the Information Commissioner's Office website:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

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 or letter. Contact details are set out below:

tel: 01628 483983

e-mail: office@marlow-infant.bucks.sch.uk

address: Marlow C of E Infant School, Sandygate Road, Marlow, Bucks. SL7 3AZ

To help the school process any requests quickly correspondence must be clearly marked with **"FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST"** (in CAPITALS)

February 2022

If the information required isn't available via the scheme and it isn't on the School website, contact the school to see if it is the sort of information that exists.

Paying for information

Information published on the School website is free, although costs may be incurred by the by people's internet service provider. The School website can also be accessed at a local library or at an Internet café for those people not having personal access to the internet.

Single copies of information covered by this publication are provided free. If a request means that the School has to do a considerable amount of photocopying or printing (20 or more copies), 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.

Classes of Information Currently Published

School Information – this section sets out information published.

Class	Description
School (Prospectus) Information	<ul style="list-style-type: none"> • The name, address, website and telephone number of the school, and the type of school • The name of the headteacher • Information about the school's policy on providing for pupils with special educational needs • 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 pupil • Number of pupils on roll and rates of pupils' authorised and unauthorised absences • The arrangements for visits to the school by prospective parents • Information on the school policy on admissions • A statement of the school's aims • National Curriculum assessment results for key stage 1, with national summary figures • Latest Ofsted report – March 2011

Governor Information

Class	Description
Instrument of Government and Constitution Details	<ul style="list-style-type: none"> • Instrument of Government and Constitution Details • 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 anybody 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 of meeting of the governing body and its committees	<ul style="list-style-type: none"> • Agreed minutes of meetings of the governing body and its committees that are within the public domain

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home – school agreement and Home Learning Guidelines	<ul style="list-style-type: none"> 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 Teaching & Learning Policy and EYFS	<ul style="list-style-type: none"> Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationships & Sex Education Policy	<ul style="list-style-type: none"> Statement of policy with regard to relationship and sex education
Special Education Needs Policy SEN Annual Report Waves on Intervention Model	<ul style="list-style-type: none"> Information about the school's policy on providing for pupils with special educational needs
RE Policy	<ul style="list-style-type: none"> Information on the school’s policy and the right of parents to withdraw children
Educational Visits Policy	<ul style="list-style-type: none"> Information on the school’s policy on educational visits
Acceptable Use and E-Safety Policy	<ul style="list-style-type: none"> Information on the school’s policy on internet safety
Complaints Policy	<ul style="list-style-type: none"> Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern.
Accessibility Plans	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Statement of policy for promoting equality, including race and gender equality
Collective Worship	<ul style="list-style-type: none"> Statement of arrangements for the required daily act of collective worship
Safeguarding	<ul style="list-style-type: none"> Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour Policy Anti-Bullying Policy	<ul style="list-style-type: none"> Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying
Attendance for Learning Policy	<ul style="list-style-type: none"> Statement of Policy regarding pupil attendance at school

Supporting Pupils with medical conditions	<ul style="list-style-type: none"> Statement of policy with regard to children who are unwell and to clarify the responsibilities for the medical or wellbeing care of pupils
Other documents	Many other policies and documents are available on request

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	<ul style="list-style-type: none"> Published report of the last inspection of the school and the letter to the children from the lead inspector
Charging and Remissions Policies	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessments	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Statement of procedures for dealing with complaints
Appraisal Policy	<ul style="list-style-type: none"> Statement of procedures adopted by the governing body relating to the performance management of staff
Staff Conduct, Discipline and Grievance	<ul style="list-style-type: none"> Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Safer Recruitment Policy	<ul style="list-style-type: none"> Statement of policy regarding recruitment of all school staff
Attendance Management Policy & Procedure	<ul style="list-style-type: none"> Procedures for recording and dealing with staff absences
Leave of Absence Policy	<ul style="list-style-type: none"> Statement of policy regarding leave of absence for school staff
Pay Policy	<ul style="list-style-type: none"> Statement of policy regarding staff pay
Whistleblowing Policy	<ul style="list-style-type: none"> Statement of policy regarding reporting unacceptable practice or behaviour where the welfare of children, staff or public may be at risk
Work related violence policy	<ul style="list-style-type: none"> Procedures for allegations of abuse against staff

Feedback and Complaints

The School welcomes any comments or suggestions you may have about the scheme. Any comments about this publication scheme, if further assistance is required or a complaint made then initially this should be addressed to the Clerk to the Governing Body.

If you are not satisfied with the assistance or if your complaint has not been resolved, then a formal complaint should be made 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: <https://ico.org.uk/>

This policy is reviewed every 3 years by the Governing Body
Date of last review: February 2022