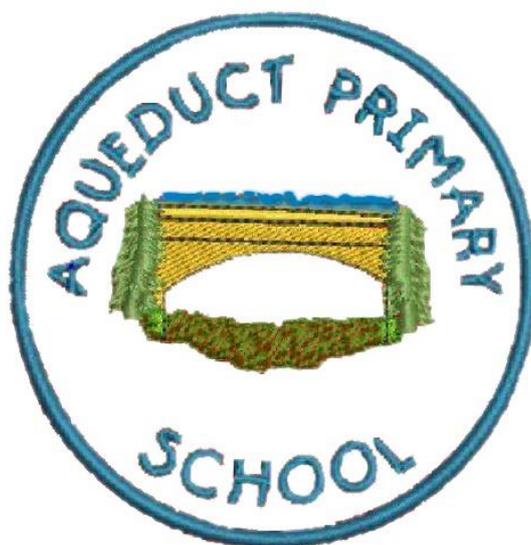


Aqueduct Primary School

Freedom of Information Policy and Publication Scheme



2021

Adopted by staff and Governors on ___July 2021___

To be reviewed before ___July 2022___

Our Strapline

Building tomorrow, Leading the way ...

Our Values

Positivity, happiness, learning, kindness, safety and respect.

This is Aqueduct Primary School Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

Freedom of Information Act 2000

The Freedom of Information Act 2000 (FOIA) received Royal Assent in November 2000. It applies to all public bodies, which includes *“the governing body of a maintained school, within the meaning of the School Standards and Framework Act 1998”*. There are two deadlines relating to schools within the Act:

1. A Publication Scheme must be approved and active by February 2004
2. From January 1st 2005 people will have a **right** to the information held by school, subject to certain exemptions.

1. 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 FOIA in the rest of this document) 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

At Aqueduct Primary School we strive to provide high quality teaching and learning within a caring environment. We value diversity, promote equality and celebrate achievement. We aim to develop the whole child, working in partnership with parents, families, carers and the wider community. Our intention is to enable each child to achieve their full potential within a safe and secure learning community.

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 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 four broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the Governors Annual Report and in other 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, email or letter. The school will reply within 20 working days.

Contact details are set out below:

Headteacher
Aqueduct Primary School
Castlefields Way
Aqueduct
Telford TF4 3RP
Telephone: 01952 386210

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

If the information you are looking for is not available via the scheme, 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. If you don't have Internet access, you can access our website using a local library or an Internet café.

Copies of information covered by this publication are provided at the rate of 5p per page.

If your request means that we must 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.

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 chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • 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 pupils • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents

Governors' Annual Report and other information relating to the governing body.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk. • a statement on progress in implementing the action plan drawn up following an inspection. • a financial statement, including gifts made to the school and

	<p>amounts paid to governors for expenses.</p> <ul style="list-style-type: none"> • a description of the school’s arrangements for security of pupils, staff, and the premises • information about the implementation of the governing body’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year. • a description of the 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; the accessibility plan covering future policies for increasing access by those with disabilities to the school. • a statement of policy on whole staff development identifying how teachers’ professional development impacts on teaching and learning. • number of pupils on roll and rates of pupils’ authorised and unauthorised absence. • National Curriculum assessment results for appropriate Key Stages, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect.
<p>Instrument of Government</p>	<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
<p>Minutes ¹ of meeting of the governing body and its committees</p>	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p>

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.
Equality and Community Cohesion Policy	Information on the school’s policies regarding: Admissions Induction Community Cohesion – How the schools works towards creating a cohesive community ethos Disability Equality Scheme – Action plans for ensuring equal opportunities for all disabilities (Parents, Staff, Pupils etc) 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. Race Equality - Statement of policy for promoting race equality Equal opportunities – statement on equality of opportunity
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
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 Profile	Available online – A summary of the school including a range of standards data, attendance data and OfSTED summary
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

Exemptions

Not all of the information held will be disclosed. There are a number of exemptions, but most of them are subject to the Public Interest Test. This means that we will disclose the information unless *“in all the circumstances of the case, the public interest in maintaining the exclusion of the duty to confirm or deny outweighs the public interest in disclosing whether the public authority holds the information”*.

Exemptions include:

- Information reasonably available by another means
- Information due to be published at a later date
- Personal information
- Information covered by existing legislation
- Confidential or commercially sensitive information
- Information relating to national security or defence
- International relations or relations within the UK
- Information relating to law enforcement, court records, audit functions or given under legal professional privilege
- Information which would be detrimental to Health or Safety
- Environmental Information

Making/Processing a Request Under FOIA

8.1 The school is aware of its obligations in relation to the FOIA and intends to fulfill its legal obligations.

8.2 Requests for information have to be in writing (letter, email, social media posting) and must include the name of the person requesting information, an address for correspondence and a description of the information sought.

Requests should be sent to:

**Headteacher
Aqueduct Primary School
Castlefields Way
Aqueduct
Telford TF4 3RP
Telephone: 01952 386210**

Alternatively requests can be e-mailed to:- Teresa.smith@taw.org.uk

8.3 Once we receive your request we may seek more details from you to establish what information you are requesting.

8.4 If we do not hold the information you have requested we will confirm this to you and, wherever possible, provide contact details for other public sector bodies that may hold the information you have requested in our response letter.

8.5 If we do hold the information you have requested then we have to assess this to see if any of the exemptions detailed in the FOIA apply, e.g. if by releasing the information requested we would cause a serious health and safety issue we would apply exemption (section) 38 and not provide you with the information. Exemptions can either be 'Absolute' or 'Qualified'. If an exemption is qualified then we will apply the Public Interest Test to decide if the application of the exemption should be overruled due to public interest.

8.6 A requester will receive a response to their request within 20 working days of the day we receive it (if it is received after 3.30pm then it will be 20 working days from the next working day), regardless of whether we do or do not hold the information. In exceptional circumstances we may not be able to meet the 20 working day deadline, if this is the case we will contact you to let you know when we hope to send the information requested to you.

8.7 We will not provide assistance to applicants whose requests are seen to be vexatious or repeated as defined in section 14 of the FOIA. In deciding if a request is either a vexatious or repeated request we will consider guidance from the Information Commissioner's Office.

8.8 Right of Appeal - In the response the requester receives they will be given details on how to appeal if they are not satisfied with the information we have/have not supplied. The appeal will be processed by a person independent to the original response process.

8.9 Fees/Charges - We are allowed to recover the costs of printing, copying and postage and packing. If we require a fee to be paid then a fees notice will be sent to the requester. If the fees notice has been sent and the requester is not prepared to pay the fee, we may:-

- consider whether any information that may be of interest is available free of charge, or;
- consider providing an indication of what, if any, information could be provided without a fee being payable, or;
- consider advising the requester that by refining the request, information may be able to be supplied for a lower fee or at no charge.

8.10 The school will provide advice and assistance to people making requests for information. Advice and guidance maybe sought from the Head Teacher using the previously stated contact details.

8. 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:

Chair of Governing Body
Aqueduct Primary School
Castlefields Way
Aqueduct
Telford
TF4 3RP

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.informationcommissioner.gov.uk

Safeguarding

Aqueduct School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This

means that we have an up-to-date Child Protection Policy and procedures in place which we refer to in our prospectus. All staff (including supply staff, volunteers, and governors) must ensure that they are aware of these procedures. Families are welcome to read the Policy on the school website.

Our Designated Safeguard Leads (DSLs) are: Tammy Lockley (HEAD), Jo Clarke, (Deputy) Cara Duppa, (EYFS lead) Ash Palin, (Assistant Head) Eloise Harrow (SENCO) and Lisa Batchelor (Inclusion Support Manager).

Our safeguarding governor is Mrs Louise Aubrey.