



## Walter Infant School and Nursery

### FREEDOM OF INFORMATION POLICY

#### DOCUMENT HISTORY

Version	Action	By	Date
1.0	Approved	Full Governing Body	5 July 2011
1.1	Amended	Fiona Cross	June 2013
1.1	Approved	Full Governing Body	3 July 2013
2	Approved	Full Governing Body	20 November 2018
2.1	Approved	Full Governing Body	19 <sup>th</sup> November 2020
3	Approved 9 <sup>th</sup> June	Full Governing Body	Approved via email

**Next review date: Summer 2028**

## **FREEDOM OF INFORMATION POLICY**

### **1. Introduction**

Schools, like all public authorities, are required by law under the Freedom of Information Act 2000 to adopt and maintain a publication scheme. The Information Commissioner's Office has produced a guide and template for a publication scheme for schools which provides a list of the information which schools should hold and make available.

### **2. Principles and Objectives**

Walter Infant School and Nursery has adopted the template referred to above and will maintain all items identified in the template which are appropriate and relevant to the school (see below).

Wherever possible, information will be made available from the public area of the school's website. Alternatively, hard copies of the information will be provided. Charges for paper items will be made in accordance with the scheme. The recommended charge as at the date this policy was first implemented being 10p per sheet.

### **3. Walter Infant School and Nursery's Publication Scheme**

The table attached to this policy at Appendix 1 lists the information which Walter Infant School makes available and identifies how the information can be accessed.

All requests for information must be made in writing to the School Office. They will be responded to within 20 school working days of receipt.

The School will comply with current data protection legislation when responding to requests.

### **4. Disclosure Log**

Walter Infant School and Nursery will maintain a disclosure log of requests made via the School Office. This schedule will record each freedom of information request; the date each request is received; the date each request is responded to and the response given.

### **5. Policy Review**

This policy will be reviewed on a bi-annual basis.

## **APPENDIX 1 TO WALTER INFANT SCHOOL & NURSERY'S FREEDOM OF INFORMATION POLICY**

### **WALTER INFANT SCHOOL & NURSERY'S PUBLICATION SCHEME**

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>COST</b>
<b>CLASS 1 – WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts: current information only)</b>		
Who's who in the school	Website – 'About Us' Section, 'Staff & Governors' Sub-Section, 'Our Staff' page	N/A
Who's who on the governing body and the basis of their appointment	Website - 'About Us' Section, 'Staff & Governors' Sub-Section, 'Our Governors' page	N/A
Instrument of Government	Hard copy from the School Office	10p/side of A4
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website – 'About Us' Section, 'Staff & Governors' Sub-Section, 'Our Staff' page	N/A
School prospectus	Website – 'About Us' Section, 'Prospectus' Sub-Section	N/A
Staffing structure	Website - 'About Us' Section, 'Staff & Governors' Sub-Section, 'Our Staff' page	N/A
School session times and term dates	Website – 'Parents' Section, 'Term Dates' Sub-Section	N/A

<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b> <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial years.)</b>		
Annual budget plan and financial statements	Hard copy from the School Office	10p/side of A4
Procurement and projects	Hard copy from the School Office	10p/side of A4
Pay policy (incorporating staffing and grading structure)	Hard copy from the School Office	10p/side of A4
Governors' allowances	Hard copy from the School Office	10p/side of A4
<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b>		
The latest Ofsted report - Summary - Full report	Website – 'About Us' Section, 'OFSTED' Sub-Section	N/A
Performance management policy and procedures adopted by the governing body.	Hard copy from the School Office	10p/side of A4
<b>CLASS 4 – HOW WE MAKE DECISIONS</b> <b>(Decision making processes and records of decisions for the current and previous three years)</b>		
Admissions policy/decisions (not individual admission decisions)	From Wokingham Borough Council as the School follows the WBC policy on admissions.	N/A
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy from School Office	10p/side of A4
Minutes of meetings (as above) NB this will exclude	Hard copy from School Office	10p/side of A4

information that is properly regarded as private to the meetings.		
<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b> <b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b>		
<p>General policies and procedures including:</p> <ul style="list-style-type: none"> <li>• Charging and Remissions</li> <li>• Health and safety</li> <li>• Complaints</li> <li>• Freedom of information</li> <li>• ICT</li> <li>• E-Safety</li> <li>• Protocol for Unexpected Closure of School</li> <li>• Pupil Premium Grant Strategy</li> <li>• Environmental Policy</li> <li>• Accessibility (with supporting action plans)</li> <li>• Admissions (WBC)</li> </ul>	Web-site - 'About Us' Section, 'Policies & Procedures' Sub-Section	
<p>Pupil and curriculum policies and procedures:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Attendance</li> <li>• Safeguarding</li> <li>• Early Years Foundation Stage</li> <li>• Homework</li> <li>• Behaviour Policy</li> <li>• Sex and Relationship Policy</li> <li>• Special educational needs and inclusion</li> </ul>	Web-site - 'About Us' Section, 'Policies & Procedures' Sub-Section	N/A

Freedom of Information Policy – Walter Infant School (Statutory)

<ul style="list-style-type: none"> <li>• Collective worship</li> <li>• Anti-bullying and Equality Policy</li> <li>• Exclusion</li> <li>• Curriculum Policies</li> <li>• First Aid and Injury Reporting</li> </ul> <p>Staffing policies:</p> <ul style="list-style-type: none"> <li>• Staff code of conduct</li> <li>• Disciplinary</li> <li>• Grievance</li> <li>• Equal opportunities</li> <li>• Recruitment</li> <li>• Capability</li> </ul>	Hard copy from School Office	10p/side of A4
Records management and personal data policies and procedures	From Wokingham Borough Council as the School follows guidance from WBC on information security, records retention and data protection.	N/A
<b>CLASS 6 – LISTS AND REGISTERS (Currently maintained lists and registers only)</b>		
Curriculum documents	Hard copy from School Office.	10p/side of A4
Disclosure logs	Hard copy from School Office.	10p/side of A4
Asset register	Hard copy from School Office.	10p/side of A4
<b>CLASS 7 – THE SERVICES WE OFFER</b>		

Freedom of Information Policy – Walter Infant School (Statutory)

<b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>		
Extra-curricular activities	Website – ‘Parents’ Section, ‘Club Information’ Sub-Section	N/A
Out of school clubs	Website – ‘Parents’ Section, ‘Club Information’ Sub-Section	N/A
Leaflets, books and newsletters	Website – ‘Newsletters’ Section	N/A