



## **PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000 Archibald First School**

*The governing body is responsible for maintenance of this scheme.*

### **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**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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 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 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

#### **Requests for information under the Freedom of Information Act 2000: See AFS Information and Data Protection Policy**

#### **Requests under this legislation should be made to the Headteacher**

The Headteacher is responsible for:

- Deciding whether the requested information is held;
- Locating, retrieving or extracting the information;
- Considering whether any exemption might apply, and the balance of the public interest test;
- Preparing the material for disclosure and drafting the response;
- Seeking any necessary approval for the response; and
- Sending the response to the requester

FOIA requests should be made in writing. Please note that we will only consider requests which provide a valid name and address and we will not consider requests which ask us to click on electronic links.

Each request received will be acknowledged within 5 school days. The Chair of Governors and Headteacher will jointly consider all requests where a public interest test is applied or where there is any doubt on whether an exemption should be applied. In applying the public interest test they will:

- Document clearly the benefits of both disclosing or withholding the requested information; and
- Where necessary seek guidance from previous case law in deciding where the balance lies
- Consult the DPO

Reasons for disclosing or not disclosing will be reported to the next governing body meeting. We have adopted the Information Commissioner's model publication scheme for schools and will publish as much information as possible on our website in the interests of transparency and accountability.

We will adhere to the required FOI/EIR timescales, and requests will be answered within 20 school days.

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter. To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please), and addressed for the attention of the Head Teacher.

Email: [admin@archibald.newcastle.sch.uk](mailto:admin@archibald.newcastle.sch.uk)

Tel: 0191 2851957

Contact Address: Archibald First School, Archibald Street, Newcastle upon Tyne, NE3 1EB

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

Single copies of information covered by this publication are provided free unless stated otherwise in Appendix B FREEDOM OF INFORMATION POLICY AND PROCEDURES. This includes if a request is made for a paper copy of a piece of information on the school’s website.

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 charge for supplying information at our discretion, in line with current regulations. If a charge applies, written notice will be given to the applicant and payment must be received before the information is supplied.

## 6. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<p>There is no statutory requirement to produce a school prospectus. The 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"> <li>• The name, address and telephone number of the school. The names of the head teacher, staff and governors</li> <li>• A statement of the school’s ethos and values</li> <li>• Information about the school’s policy on providing for pupils with special educational needs</li> <li>• Information about the curriculum from Nursery to Year 4</li> <li>• School session times</li> <li>• Contact details</li> </ul>

**Information relating to the governing body**– this section sets out information published on the school website ([www.archibaldfirstschool.org.uk](http://www.archibaldfirstschool.org.uk)), via Get Information about Schools database (<https://get-information-schools.service.gov.uk/>) , and in other governing body documents.

Class	Description
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor</li> <li>• Details of any trust</li> <li>•</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the Full Governing Body its committees <i>Minutes of the three latest Full Governing Body Meetings are published on the school website</i>

<sup>1</sup> some items may be confidential and therefore not published

**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

INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

Special Educational Needs and Disability Policy*	Information about the school's policy on providing for pupils with special educational needs
Special Educational Needs and Disability Offer*	
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.
Equality, Race, Diversity, Community Cohesion Policy*	Statement of policy for promoting the Equalities Act
Collective Worship*	Statement of arrangements for the required daily act of collective worship
Safeguarding and Child Protection Policy*	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy*	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

\*Published on the school website

**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
School Development Plan	A plan setting out the actions required following the last Ofsted inspection
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

**\*Published on the school website**

## **7. School Website**

To comply with the School Information (England) (Amendment) Regulations 2012 and 2016 , Archibald First School publishes the required information on the school website at [www.archibaldfirstschool.org.uk](http://www.archibaldfirstschool.org.uk)

- School contact details
- Admission arrangements
- Latest Ofsted reports
- Performance tables
- Curriculum Information
- Behaviour policy
- School complaints procedure
- Pupil Premium Strategy
- PE and sport premium Information
- Special educational needs (SEN) and disability information
- Equality objectives
- Governors' information and duties
- Charging and remissions policies
- Values and ethos

## **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 the Head Teacher. 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

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **9. Monitoring and Review of the Freedom of Information Policy**

We are aware of the need to review the Freedom of Information policy regularly. The Policy will be formally reviewed by the Leadership Support every 3 years.

**Last Reviewed: Spring 2019**

**Next Review Date: Spring 2022**

**Appendix A - Further documents held by Archibald First School**

Accessibility/disability plan*	Home School Agreement*
Admissions*	Homework
Allegations of abuse held against Staff	Intimate Care
Anti-bullying*	Computing including Acceptable Use for Staff, Children and Families
Art and Design	Literacy
Assessment	Looked After Children
Attendance and Punctuality*	Marking and feedback
Behaviour*	Mathematics
Calculation Policy*	Medicines in School
Capability Procedure for Teaching Staff	Missing Child in Education
Charging and Remissions*	Modern Foreign Languages
Child Protection*	Most Able Pupils
Children Looked After	Music
Collective Worship*	Pay Policy
Communication Policy*	Performance management
Complaints Procedure*	PE
Confidentiality	Positive Handling
Creative Curriculum*	Presentation
Critical Incident and Continuity Plan	Privacy Notices*
Information and Data Protection	PSHE
DBS	RE
Design Technology	Safer Recruitment
Disciplinary	School Prospectus*
Drug Education*	Science
Equality, Race, Diversity and Community Cohesion *	SEND Policy*
E-safety	SEND Offer*
EYFS	Sex and Relationships Education*
First Aid	Social Network Policy
Food in School	Staffing Structure
Freedom of Information*	Teaching and Learning *
	Uniform*
Health and safety	Working with Separated FamiliesVolunteers in School
History	
Holiday in Term Time*	

\* Published on the school website



## Appendix B - FREEDOM OF INFORMATION POLICY AND PROCEDURES

Archibald First School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000:

Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme which is available from the school office

We will normally confirm within 5 working\* days whether or not we hold the information you request and, if we do, we will provide it within 20 working\* days. \*Please note: Working days refers to term time only as contained in Statutory Instrument 3364.

Your request must be in writing (letter, email or fax) to ensure that we have a clear statement of what is requested.

In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:

The Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5A Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday  
Fax 01625 524510  
Email [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See 'Charges' below).

If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment (cash or cheque). The time allowed for us to provide the information (20 working\* days) does not include the period between the issuing of the fees notice and the receipt of the payment.

We may be unable to provide the information you request for any of the following reasons: We do not hold the information

We are applying an exemption to the disclosure

It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information). If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.

The School will seek advice from the Local Authority's Information Governance Manager as necessary to clarify any points or to help resolve any disputes over information requests.

#### CHARGES

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, video or audio cassette;
- translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.