



Fremington Community
Primary & Nursery School

FREEDOM OF INFORMATION PUBLICATION SCHEME

Policy Information

Statutory/Non-Statutory: Statutory

Approved/Reviewed by: FGB

Model: School

Version: Jan 2017

Last reviewed/approved: February 2017

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Review Due: February 2021 (4 years)

FREEDOM OF INFORMATION PUBLICATION SCHEME

This is Fremington Community Primary & Nursery School's Publication Scheme on information available under the Freedom of Information Act 2000.

The governing body is responsible for the 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:

- 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 either available to you on our website to download and print off or available in paper form. Some information which we hold may not be made public, for example personal information.

2. Information currently published

The publication scheme guides you to information which we currently publish (or have recently published) or which we may publish in the future. We aim to publish as much information as we can on our website www.fremington-primary.devon.sch.uk

The classes of information that we undertake to make available are organised into three broad topic areas:

General School Information

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher and chair of governors
- a statement of the school's ethos and values
- Admission arrangements
- Curriculum information
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- Ofsted Report
- Pupil Premium Strategy
- P.E. and Sport Grant information
- SEND information
- Child Protection and Safeguarding

School Policies

- Statutory policies
- General policies relating to Finance, Premises, Health & Safety and Pupil Wellbeing
- Personnel Policies
- Governing Body Policies

Governor information

- Instrument of Government
- Governing Body Membership, including Register of Business Interests
- Governor Body Meeting dates

3. How to request information

If you require a paper version of any of the documents within the scheme, please initially view our website where you are able to view, download and print much of the above information. Alternatively, please contact the school in writing by email, fax or letter.

School contact details:

Website: www.fremington-primary.devon.sch.uk
Email: admin@fremington-primary.devon.sch.uk
Fax: 01271 374034
Address: Mrs L Kimberley
Headteacher
Fremington Community Primary & Nursery School
Beechfield Road
Fremington
Barnstaple
Devon EX31 3DD

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

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

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.

4. Paying for information

Information published on our website is free to view, download and print.

Single copies of information covered by this publication are provided free. 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 we will let you know the cost before fulfilling your request.

5. 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: Mrs L Kimberley, Headteacher.

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