

Freedom of Information Policy



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

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 school, 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 for you on our website to download and print off.

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.

Requests for personal information that is being held by an organisation must be made under the Data Protection Act 1998 & GDPR regulations. The 1998 Data Protection Act & GDPR applies to all bodies public and private.

The Freedom of Information Act 2000 applies to public authorities in England, Wales and Northern Ireland and to those which are UK-wide.

The Freedom of Information Act only applies to public authorities and companies that are wholly owned by public authorities.

2 Aims and Objectives

School Aims:

- We aim to provide a caring, stimulating and enjoyable environment in which our children can feel safe and secure and where they can develop confidence and self-esteem.
- We encourage our children's growing independence and sense of responsibility for their own actions and behaviour, demonstrating respect and concern for others.
- We aim to prepare children to adapt to the changing world around them by being able to respond to different challenges, new technology and developing a willingness to engage in continued learning.
- We aim to help pupils to lay the foundations towards becoming responsible adults able to contribute effectively to society.

- We provide effective teaching and deliver a broad and balanced curriculum acknowledging the need to provide for a variety of learning styles.
- We promote a positive attitude to learning where high standards are expected and success is celebrated.
- We aim to meet the needs of every child by providing opportunities to develop their potential.
- We value our parents and the wider community as partners in the education of children and encourage their involvement in all aspects of school life.
- We continue to develop professionally and manage the school efficiently to the maximum benefit of the whole school community.

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’

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.

Exemptions to the “right to know”

The Freedom of Information Act also recognises that there are valid reasons for withholding information by setting out a number of exemptions from right to know.

Information must be disclosed unless there is a good legal reason not to. If you are refused information, the authority must explain why.

Legal grounds for not releasing requested information include:

- Release of the requested information may be refused on the grounds that the cost of collecting and providing it exceeds the “appropriate limit”.
- The information is reasonably accessible to applicant by other means than being provided by the school or County Council.
- The information requested is intended for future publication and that it is reasonable in the circumstances that the applicant wait until such time that the information is actually published.
- The information requested is subject to legal professional privilege e.g specialist legal advice given in confidence to the school or County Council.

- The information requested covers sensitive matters of national security and defence of the United Kingdom. e.g the Armed forces, Security Service, Secret Intelligence Service, Government Communications Headquarters (GCHQ).
- Release of the information requested would prejudice the ability of law enforcement agencies to prevent or detect crime; or apprehend criminal suspects.
- Release of the information is likely to prejudice any actual or potential legal action or formal investigation involving the school or County Council.
- Release of the information would prejudice the ability of the authority to carry out an effective audit of its accounts, resources and functions.
- The information being requested is subject to Parliamentary privilege.

4 How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail, or letter. Contact details are set out below, or you can visit our website at www.wynndale.notts.sch.uk

E-mail: office@wynndale.notts.sch.uk

Tel: 01623 479001

Contact address: Wynndale Primary School
Wynndale Drive
Mansfield
Notts
NG18 3NY

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.

5 Paying for Information

Information published on our website is free, although you may incur costs from you internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

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 let you know the cost before fulfilling your request.