

## OLD PALACE PRIMARY SCHOOL

### FREEDOM OF INFORMATION POLICY AND PROCEDURES

Old Palace Primary 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:

- Your request must be in writing (letter or email) to ensure that we have a clear statement of what is requested.
- Requests should be sent to:  
Old Palace Primary School, St Leonard's Street, London, E3 3BT  
Or emailed to [admin@oldpalace.towerhamlets.sch.uk](mailto:admin@oldpalace.towerhamlets.sch.uk)
- 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)
- 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 Information Commissioner (see Feedback and Complaints section below)
- Whilst we will provide single copies of the information detailed in the Publication Scheme free of charge, we may charge a fee for photocopying/printing/postage of longer documents or if you ask for the information to be provided in an expensive alternative format (unless requested on grounds of disability). The general charge for photocopying and printing information is 10p per sheet. Postage charges will be at the appropriate rate.
- 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. 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 for 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).

## **Information available under the Freedom of Information Act 2000**

### 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 either available for 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.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. The governing body is responsible for the maintenance of this scheme.

### 2. 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/Website* – information published in the school prospectus and on the website.

*Governors' Documents* – information published in the 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.

### 3. Classes of Information Currently Published

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

|                               |   |
|-------------------------------|---|
| School Prospectus/<br>website | <p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the schools discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and governors</li> <li>• information on the school policy on admissions</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>• number of pupils on roll</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul> |
|-------------------------------|---|

#### **Information relating to the governing body– this section sets out information published in the Governor’s Annual Report and in other governing body documents.**

|   |  |
|---|--|
| Instrument of Government  | <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 if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• The date the instrument takes effect</li> </ul> |
| Minutes (1) of meeting of the governing body and its committees | Agreed minutes of meetings of the governing body and its committees  |

(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.**

|                         |   |
|-------------------------|---|
| 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 coming to school prepared for lessons and homework arrangements |
| Curriculum Policies     | Policy on teaching and learning and specific subject policies and schemes of work currently used by the school  |

|                                  |  |
|----------------------------------|--|
| PHSE, Citizenship and SRE Policy | This policy contains the school's policy with regard to sex and relationship education   |
| Special Education Needs Report   | Information about the school's provision for pupils with special educational needs   |
| Accessibility Plan               | 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 Policy             | Statement of policy for promoting race equality  |
| 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.  |
| Behaviour Management             | Statement of general principles on behaviour and discipline and of measures taken by the school 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.**

|   |   |
|---|---|
| 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  |
| Charging Policy   | A statement of the school's policy with respect to charges, for any optional extra for which charges are permissible, for example after school clubs & trips  |
| School session times and term dates                           | Details of school session and dates of school terms and holidays  |
| Health and Safety Policy and risk assessments                 | 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 concerns and complaints  |
| Performance Management of Staff                               | Statement of procedures adopted by the governing body relating to the performance management of staff and annual appraisal arrangements   |
| 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  |

## 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 the 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 Commission. 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  
or Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk) \*protected email\*  
Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Annex A – Further documents held by the school

| <b>Name of document</b>                 | <b>Name of document</b>                |
|---|--|
| Admissions                              | Induction (staff)                      |
| Allegations of abuse held against Staff | Intimate Personal Care                 |
| Anti-bullying                           | Marking and Feedback                   |
| Assessment                              | Medical Conditions                     |
| Attendance                              | Monitoring                             |
| Behaviour                               | Newsletters (year group/ whole school) |
| Capability Procedures (staff)           | Organisational Change Procedures       |
| Child Protection                        | Parent Council Agreement               |
| Confidentiality                         | Parking                                |
| Continuous Professional Development     | Induction (staff)                      |
| Data Protection                         | Pay                                    |
| DBS & Ex-offenders                      | Personal Information                   |
| Disaster Plan                           | Probation (staff)                      |
| Drug Awareness                          | Physical Activity                      |
| E-safety & Acceptable Use               | Public Sector Equality Duty            |
| Educational Visits                      | Recruitment & Selection                |
| EYFS                                    | Scheme of Delegation                   |
| Extended Leave/ Penalty Notice          | School Handbook                        |
| Food                                    | Sickness Management (staff)            |
| Freedom of information                  | Single Equality Scheme                 |
| Gifted and Talented                     | Special Leave (staff)                  |
| Health & Safety                         | Teaching & Learning                    |
| Homework                                | Whistle blowing                        |