



# **FOI POLICY & PROCEDURES**

## 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 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 Website – this section sets out information published on the school website.**

School Website	<p>The statutory contents of the school website are as follows, (other items may be included at the school's 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, school business manager and governors</li> <li>• list of staff and their responsibilities</li> <li>• information on the school policy on admissions</li> <li>• arrangements for visits to the school by prospective parents</li> <li>• a statement of the school's ethos and values</li> <li>• key policies including: Accessibility Plan, Anti-bullying, Attendance, Behaviour, Charging, Child Protection, Concerns &amp; Complaints, Data Protection, Online Safety, Visitors, Volunteers &amp; Whistleblowing.</li> <li>• information about the school's policy on providing for pupils with special educational needs (SEN Report)</li> <li>• reports on the use and impact of Pupil Premium and Sports Funding</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• Report of the school's latest Challenge Partners Quality Review</li> <li>• Details of the school timetable and curriculum and the school uniform</li> <li>• Calendar of events, including term dates.</li> </ul>
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**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>
Statutory Published details	<ul style="list-style-type: none"> <li>• Record of attendance at meetings</li> <li>• List of pecuniary interests</li> </ul>
Policies relating to the Governing Body	<ul style="list-style-type: none"> <li>• Governors' Code Of Code</li> <li>• Terms of Reference</li> <li>• Schools Financial Value Standard Audit</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
Safeguarding Policies	Policies relating to safeguarding and promoting the 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.
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

**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
School Development Plan Post-Ofsted inspection action plan	A plan setting out the actions required to help the school to continue to improve and address any areas highlighted by 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
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
Appraisal Policy	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	Marking and Feedback
Allegations of abuse held against Staff	Medical Conditions
Anti-bullying	Newsletters (year group/ whole school)
Assessment	Online Safety & Acceptable Use
Attendance	Organisational Change Procedures
Behaviour	Parent Council Agreement
Capability Procedures (staff)	Parking
Child Protection & Safeguarding	Induction (staff)
Confidentiality	Pay
Continuous Professional Development	Personal Information
Data Protection	Probation (staff)
DBS & Ex-offenders	Physical Activity
Disaster Plan	Public Sector Equality Duty
Educational Visits	Recruitment & Selection
EYFS	Scheme of Delegation
Extended Leave/ Penalty Notice	School Handbook
Flexible Working	Sickness Management (staff)
Food	Single Equality Scheme
Freedom of information	Special Leave (staff)
Gifted and Talented	Teaching & Learning
Health & Safety	Visitor
Homework	Volunteer
Induction (staff)	Whistle blowing
Intimate Personal Care	