



Freedom of Information Publication Scheme (detailed)

Date: October 2020

Review date: October 2021

Approved by Advisory Board: October 2020

Linked with other policies:

- GDPR policy
- Privacy policy
- Workforce Privacy policy
- Data Protection policy

Signed:

A handwritten signature in blue ink, appearing to read 'S. Day', is written over a horizontal line.

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174

Rookery Farm, Reynolds Lane, Potter Heigham, Great Yarmouth NR29 5LY

If you are reading a printed version of this document, you should check the school website <https://www.allsaintslessingham.co.uk/> to ensure that you have the most up-to-date version.

If you would like access to any of the documentation, please contact the school office:

Telephone number: 01692 582083

Email address: office@allsaintslessingham.co.uk

Introduction

The school is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000. This act gives a right of success to information held by public bodies, including schools and academies, which are required to produce a Publication Scheme that makes it clear to the public what information they will make public when required to respond to requests for information.

The Policy: In line with advice from the Local Authority, we have adopted Data Protection Education's model Publication Policy, which is based on the ICO's 'Model Publication Scheme' which covers primary schools, high schools and academies.

Requirements of the Policy: As a school, we are required to publicise the fact that information is available under this scheme and this is carried out annually at the beginning of the new academic year in September.

Under the scheme, we agree to review the information we are publishing. This review will be done annually as we update the website. We also agree to make new information available promptly – this will be done via the school newsletter and website.

As an organisation, we agree to update old information. This is carried out regularly as a matter of course, often through national channels such as the Ofsted website or the DfE school performance tables.

Information about the school is available through Local Authority as well as the government's official register of educational establishments in England Wales – Get Information About School (GIAS). GIAS is also the national database of school governors <https://get-information-schools.service.gov.uk/>

What is available: Information that is available is detailed below in table format and shows where the information can be sourced. Some information in our Publication Scheme is available in hard copy paper format from the school office, upon request. For ease of access, a large percentage of our Publication Scheme documents are available from our school website, and these are free to download.

Under this scheme, some personal and sensitive information is exempt from publication. Where information is not available online, we try to respond promptly to any requests to see it. However, we are not required to create new information in order to comply with the Act.

We seek at all times to keep parents and other members of the public fully informed of our activities through our website and newsletters (also available through the school's website).

Charging for access to information: Where information outlined in this document and is not available on the website – either because it is not in electronic format or is too unwieldy to be transferred in such a format – we endeavour to make it available to be viewed in the school.

In the first instance, you should contact the school office to arrange a viewing.

Contact details:

Email address: office@allsaintslessingham.co.uk

Telephone: 01692 582083

Photocopies of such information are also available, charges for copies are shown on the final page of this document.

How All Saints School is responding to the requirements of the Freedom of Information Act 2000

The purpose of our publication scheme is to demonstrate how we respond to the specific requirements of the Freedom of Information Act 2000 and how we are fulfilling the aims and objectives of the school, which are:

Objectives and targets

During their time with us we aim to make children:

Aware of themselves:

- Becoming individuals, who make decisions and communicate confidently.
- Knowing their abilities and next steps
- Motivated by a stimulating learning environment
- Allowing the discovery of personal aptitudes and talents.

Aware of others:

- Respecting themselves and others in relation to culture, race, gender, age, disability, sexuality and faith
- Developing their social and moral awareness and understanding.

Aware of the spiritual side of human nature:

- By caring for others and developing joy in themselves.

Through our broad and balanced, inclusive curriculum we consider the following needs:

- Physical
- Intellectual
- Spiritual
- Person and social

Methods:

- A positive learning atmosphere is created throughout the school
- Full use is made of the environment and visits etc are encouraged.
- All aspects contained in the National Curriculum will be followed in a variety of ways and perspectives, to include class, group, individual work, investigations and direct teaching.

Reference documents

This policy should be read in conjunction with the following document:

<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england/pdf>

Reference should be made to the following school policies – GDPR policy, Privacy Notice and Workforce Privacy Policy.

Classes of information published

- Class 1:** Who we are and what we do – Organisational information, structures, locations and contacts
- Class 2:** What we spend and how we spend it – financial information relating to projected and actual income and expenditure, procurement, contractual agreement and financial audit
- Class 3:** The school’s priorities and how they are being achieved- - strategies and plans, performance indicators, audits, inspections and reviews
- Class 4:** How we make decision as a school – decision-making process and records of decision
- Class 5:** Our policies and procedures – current written protocols, policies and procedures for delivering our services and responsibilities
- Class 6:** Lists and registers – any information that the school is legally required to help in publicly available registers
- Class 7:** The services offered by the school – information about the services offered by the school, including leaflets, guidance and newsletters produced for the public.

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website	Free
Who’s who in the school	Website	Free
Who’s who on the Advisory Board and the basis of their appointment	Website	Free
The terms of reference for the Advisory Board	Website	Free
Contact details for the Headteacher and for the Advisory Board, via the school (named contacts where possible)	Website	Free
School prospectus	Website / hard copy	Free
Annual Report (if any)		
Staffing structure	Website	Free

School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Pay policy	Office	Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website	Free
	Website	Free
	Website	Free
Performance management policy and procedures adopted by the Advisory Board	Office	Free
Performance data or a direct link to it	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Office	Fee
Safeguarding and child protection	Website	Free

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Admissions policy	Website	Free
Agendas and minutes of meetings of the Advisory Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings). Attendance only available	Office	Free

Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities				
Policy/Procedure	Maintained school	Publication on Website	Review cycle	Approval level
Accessibility Plan	Yes	Yes	Every 4 years	Advisory Board
Admissions Policy	Yes	Yes	Annually	Advisory Board
Advisory Board Terms of Reference	Yes	Yes	Annually	Advisory Board
Advisory Board Biographies	Yes	Yes	Annually	Advisory Board
Advisory Board Code of conduct	Yes	Yes	Annually	Advisory Board
Anti-bullying Policy	Yes	Yes	Annually	Advisory Board
Attendance Policy	Yes	Yes	Annually	Advisory Board
Behaviour policy	Yes	Yes	Annually	Advisory Board
Behaviour Towards Staff Policy	Yes	Yes	Annually	Advisory Board
British Values	Yes	Yes	Annually	Advisory Board
Business Continuity Plan	Yes	No	Annually	Advisory Board
Capability Policy for Support Staff	Yes	No	Annually	Advisory Board
Capability Policy for Teaching staff	Yes	No	Annually	Advisory Board
Charging and Remissions Policy	Yes	Yes	Annually	Advisory Board
Children Missing Education Policy	Yes	Yes	Annually	Advisory Board
Complaints Policy	Yes	Yes	Annually	Advisory Board
Confidentiality Policy	Yes	Yes	Annually	Advisory Board
Continuing Professional Development Policy	Yes	Yes	Annually	Advisory Board
COVID 19 Staff Guidelines	Yes	No	Annually	Advisory Board

Curriculum Policy	Yes	Yes	Annually	Advisory Board
Data Protection Policy	Yes	Yes	Annually	Advisory Board
Designated Teacher Policy for LAC and post LAC	Yes	Yes	Annually	Advisory Board
Drugs Policy	Yes	Yes	Every 3 years	Advisory Board
English as an Additional Language Policy	Yes	Yes	Annually	Advisory Board
Equality Statement	Yes	Yes	Annually	Advisory Board
Exclusions Policy	Yes	Yes	Annually	Advisory Board
Fire Safety Policy	Yes	Yes	Annually	Advisory Board
Free School Meals Policy	Yes	Yes	Annually	Advisory Board
GDPR Policy	Yes	Yes	Every 2 years	Advisory Board
Grievance Procedure	Yes	Yes	Annually	Advisory Board
Health & Safety Policy	Yes	Yes	Annually	Advisory Board
ICT & Internet Acceptable Use Policy	Yes	Yes	Every 2 years	Advisory Board
Library Policy	Yes	Yes	Every 2 years	Advisory Board
Literacy Policy	Yes	Yes	Annually	Advisory Board
Lockdown and Evacuation Policy	Yes	Yes	Annually	Advisory Board
Lockdown Policy	Yes	Yes	Annually	Advisory Board
Lone Working Policy	Yes	Yes	Annually	Advisory Board
Marking Policy	Yes	Yes	Annually	Advisory Board
Medical Needs Service Policy	Yes	Yes	Annually	Advisory Board
Newly Qualified Teachers Induction Policy	Yes	Yes	Annually	Advisory Board
Off Sites Visit Policy	Yes	Yes	Annually	Advisory Board
Pay Policy	Yes	No	Annually	Advisory Board
Performance Management Policy	Yes	No	Annually	Advisory Board
Prevention of Extremism and Radicalisation Policy	Yes	Yes	Annually	Advisory Board
Privacy Notice	Yes	Yes	Annually	Advisory Board
Provider Access Policy	Yes	Yes	Annually	Advisory Board
Relationship and Sex Education Policy	Yes	Yes	Annually	Advisory Board
Rewards Policy	Yes	Yes	Annually	Advisory Board
Safe Touch Guidelines	Yes	Yes	Annually	Advisory Board
Safeguarding incorporating Child Protection Policy	Yes	Yes	Annually	Advisory Board
Safer Recruitment Policy	Yes	Yes	Annually	Advisory Board
SEND Information Report	Yes	Yes	Annually	Advisory Board
Staff code of Conduct	Yes	No	Annually	Advisory Board
Staff Handbook	Yes	No	Annually	Advisory Board
Supporting Children with Medical Needs Policy	Yes	Yes	Annually	Advisory Board
Whistleblowing Policy	Yes	Yes	Annually	Advisory Board
Workforce Privacy Policy	Yes	No	Annually	Advisory Board
Single Central Register	Yes	No	Live document	Advisory Board / Headteacher

Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Office	Free
Asset register	Office	Free
Any information the school is currently legally required to hold in publicly available registers	Office	Free

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Office	Free
Services for which the school is entitled to recover a fee, together with those fees	Office	Free
School publications, leaflets, books and newsletters	Website	Free

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter.

Paying for Information

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

Single copies of information covered by this publication are provided free unless stated otherwise. However, if your request means that we have to do a lot for photocopying or printing, or pay a large postage charge, or if the information is a priced item e.g. some printed publications or videos, we will let you know the cost before fulfilling your request.

Records management policy

The school retains its records under the GDPR policy and Information Classification Guidelines.

Monitoring and Evaluation

In order to monitor and evaluate the policy, we welcome any comments or suggestions you may have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be dressed to the Headteacher at the school.

If you are not satisfied with the assistance that you get, or if we have not been able to resolves your complaint ad 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 deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524510

Website: www.ico.org.uk