



As a church school, our vision is for each child to have a love of learning, hope, confidence, wisdom and respect for all.

***'Life in all its fullness'***

*John 10:10*

## **ST PETER'S BRAFFERTON** **FREEDOM OF INFORMATION POLICY**

*The governing body is responsible for maintenance of this scheme.*

### **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.
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The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information under the principles of GDPR and the 2018 Data Protection Act.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **Aims and Objectives**

- To provide a legal framework around the managing and sharing of information related to pupils and their learning, and related to the school.
- To provide parents, stakeholders and other community partners with information related to the management of the school, the curriculum and the school community.
- To provide an information resource which ensures transparency and accountability for staff and parents

## 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 appendix 1 of this scheme.

## 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.

Email: [admin@st-peters-brafferton.n-yorks.sch.uk](mailto:admin@st-peters-brafferton.n-yorks.sch.uk)

Tel: 01423 360250

Contact Address: **St Peter's Brafferton CE VA Primary School, School Terrace, Brafferton, York. YO61 2PA**

**Freedom of Information requests will be dealt with within 20 days.**

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 you can still contact the school to ask if it can be shared.

## Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. 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. Where there is a charge this will be indicated by a £ sign in the description box.

## 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 Sarah Anderson, Head Teacher**.

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:

**E Mail:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

**Website :** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**Monitored by: Full Governing Body**

**Date adopted: November 2024**

**Next review: November 2027**

**Review Cycle: 3 yearly**

## Freedom of Information

### Guide to information available from St Peter's Brafferton CE VA Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 – who we are and what we do</b>		
Who's who in the school	Hard copy and website	Free
Who's who on the governing body and the basis of their appointment	Hard copy and website	Free
Instrument of Government	Hard copy	Free
Contact details for the head teacher and the chair of the governing body	Hard copy and website	Free
School Prospectus	Hard copy	Free
Governors' Annual Report	Hard copy	Free
Staffing Structure	Hard copy and website	Free
School session times and term dates	Hard copy and website	free
<b>Class 2 – what we spend and how we spend it</b>		
Annual budget plan and financial statements	Hard copy	Charges apply
Capitalised funding	Hard copy	Charges apply
Additional funding	Hard copy	Charges apply
Pay Policy	Hard copy and website	Free
<b>Class 3 – what our priorities are and how we are doing</b>		
School and National Test Results	Hard copy and website	Free
Government supplied performance data	Hard copy	Free
Ofsted Report	Website	Free
Performance management policy and procedures adopted by the governing body	Hard copy	Free
School Development Plan	Hard copy	Free

<b>Class 4 – How we make decisions</b>		
Admissions' Policy	Hard copy and website	Free
Agendas of meetings of the governing body and its sub-committees	Hard copy	Free
Minutes of meetings of the governing body and its sub-committees	Hard copy	Free
<b>Class 5 – Our policies and procedures</b>		
School policies including: <ul style="list-style-type: none"> <li>• Charging and Remissions' Policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Equality Policy</li> </ul>	Hard copy and website	Free

Pupil and Curriculum policies including: <ul style="list-style-type: none"> <li>• Home – School Agreement</li> <li>• Subject specific policies</li> <li>• Sex Education</li> <li>• Special Educational Needs</li> <li>• Religious Education</li> <li>• Behaviour</li> <li>• Collective Worship</li> <li>• Early Years</li> <li>• Child Protection and safeguarding</li> </ul>	Hard copy and website	Free
Records Management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information Policy</li> <li>• Records Retention destruction and archives policies – in line with GDPR May 2018</li> <li>• Data protection (Fair Processing Notice)</li> </ul>	Website and hard copy	Free
<b>Class 6 – Lists and Registers</b>		
Register of Business Interests	Hard copy	Free
Asset Register	Hard copy	Free
Gifts and Hospitality	Hard copy	Free

<b>Class 7 – The services we offer</b>		
Out of school clubs, including breakfast and after school care (BASE)	Hard copy and website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Free
Leaflets, books and newsletters	Hard copy and website	Free
<b>Additional Information</b> <b>Contact Mrs S Anderson</b> <b>St Peter’s Brafferton CE VA Primary School, School Terrace, Brafferton, York. YO61 2PA</b> <u>Schedule of Charges</u> Our school has adopted the North Yorkshire County Council charges for requests under the Freedom of Information Act. These charges can be requested from the school office or the North Yorkshire County Council website. Upon request you will be informed of the charges by letter. The charges must be paid before documents are provided. This Publication Scheme is available in other formats.		



**St Peter's Brafferton CE VA Primary School**

**Freedom of Information Publication Scheme**

**Annex A – Further documents held by the school**

Name of Document	Description

**Monitored by:**

**Date adopted:**

**Next review:**

**Review Cycle:**