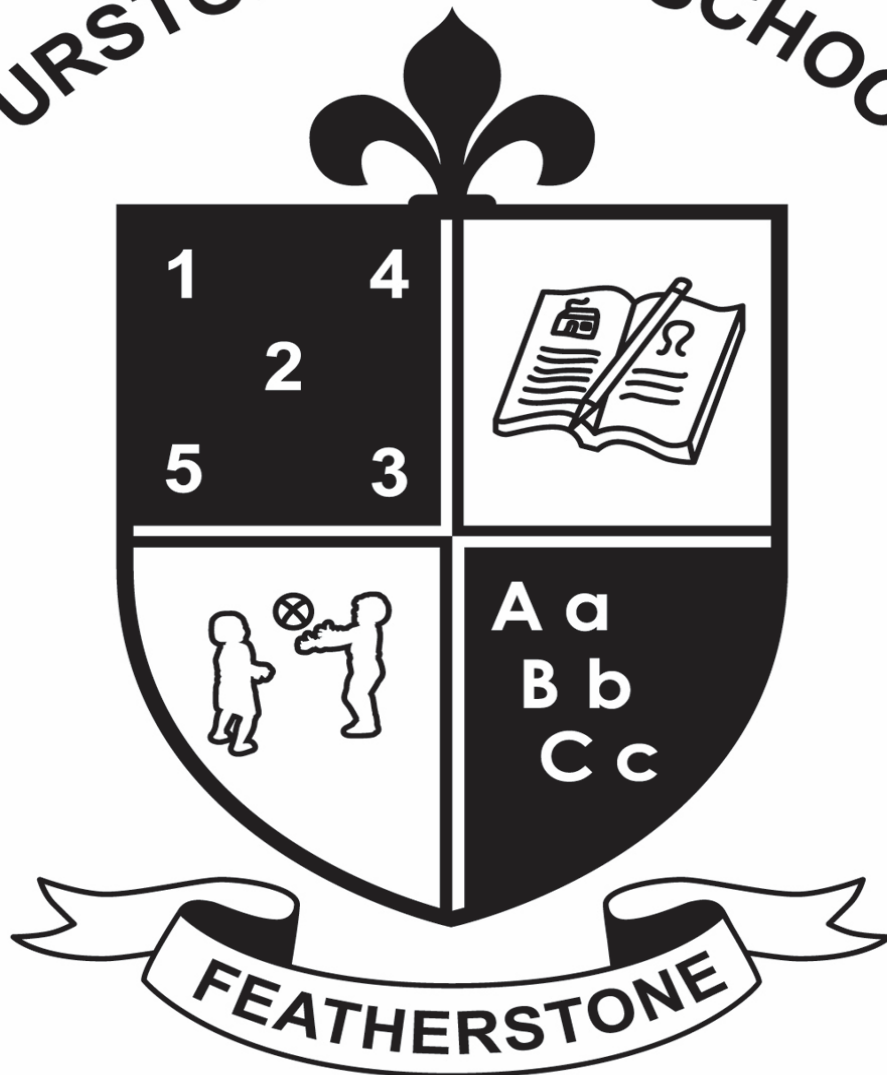


PURSTON INFANT SCHOOL



Freedom of Information Policy

Introduction

Pupils and their parents already have the right to see all personal records held by the School on themselves. In addition much non-confidential information held by the School has traditionally been made available to the wider school community. The Freedom of Information Act 2000 seeks to clarify the disclosure arrangements for information held by public bodies such as schools. Under the Act members of the public (including school staff and parents) now have the right to request access to information not protected by the Data Protection Act or deemed confidential by the School – see Sections 2 & 3.

Under the Freedom of Information Act all maintained schools must now ensure that they make certain information and the mechanism for gaining access to such, clearly available. Naturally, information may not be released if it does not exist or if to do so would breach someone else's rights to confidentiality, or the information is covered by an exemption in the Act.

The information covered by this policy relates not only to information available in hard paper copies but also to that published on the School's Website. However, there are categories of information which are not available under the Freedom of Information Act such as confidential personal files.

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

Aims

Through this policy and its implementation the School aims to:

- clearly describe the classes of information that it already publishes or is intending to publish in the near future;
- clearly describe the manner in which the information is published/made available.
- identify when, and the scale of, charges related to the provision of the requested information.

Categories of information published by the School

There are four categories of information which are readily available from Purston Infant School. These are:

- The School website;
- Governing Body Documentation;
- The School Policies;
- Other procedures and general information related to the School.

1. The School Website - www.purstoninfants.co.uk

The School Website is seen as the first port of call for generic information about the School. Requests for information will often be referred to the website which is freely accessible. Requests for printed information will have a charge associated with them. The website contains general information about Purston Infant School, its curriculum, staffing, etc. There you will find the following statutory requirements:

- Name, address and telephone number of the School along with the type of School;
- Names of the School Governors, Headteacher and members of staff (including responsibilities);
- The School's Admission Policy;
- The School's mission statement and aims;
- The School's religious affiliation or denomination (if any) as well as an explanation of the parents rights to withdraw their child from religious education and acts of collective worship;
- A statement of the number of pupils on roll and rates of authorised and unauthorised absence;
- The arrangements for parents of prospective pupils to visit the School.

2. **Governor's Documentation**

Records of the School's financial controls, budget and school fund finances are kept in accordance with current DfE and LA regulations – consideration will be given to providing this information in response to reasonable requests. The following records **MUST** be kept for the current financial year and the previous 6 financial years:

- ☒ Copy Orders;
- ☒ Paying-in slip stubs/records;
- ☒ Delivery notes;
- ☒ Copy receipts for all income;
- ☒ Copies of paid invoices;
- Bank statements;
- ☒ Copy remittance advices;

The instruments of Government

All information regarding the Governing Body is contained within a Governor File located in the Headteacher's office. Information within the file includes:

- Name of the Governing Body.
- Manner in which the Governing Body is constituted.
- Term of office for each category of Governor (i.e. teacher, parent etc) if less than 4 years.
- The current committee make up:-
 - i. Resources;
 - ii. Standards and Curriculum;

Minutes of the Governing Body Sub-Committee Meetings

The agendas and minutes for all Governing Body meetings for the present and previous full school year are available from the Headteacher. N.B. When named individuals are discussed at a meeting, the Chair of Governors will declare that the Governing Body has entered 'confidential mode'. Such minutes are retained in the confidential minutes folder and as such are not available. All other minutes are freely available.

3. School Policies

School policies are available to parents on request. Please see the website as first port of call.

4. Other School Procedures and general information

The following information relating to the everyday running of the School is also available within school: Please consult the website firstly.

The Curriculum – details of Schemes of Work;

Latest Ofsted Inspection Report

School calendar – term dates and special events

Risk Assessments

Statutory instruments and administrative memoranda.

Making a request for information

If you wish to have paper copies of information provided by the School, you should contact the School in writing. Contact details are set out below:

Email address : **dpo@purston.wakefield.sch.uk**

Contact address **Purston Infant School**
Nunns Lane
Featherstone
WF7 5HF

Any request for materials by post should provide a return address to which the information will be posted.

Paying for information

Members of the public have a statutory right to ask for information under the Freedom of Information Act. No charge is made by the School for information sourced from the School's Website.

For parents of present or prospective pupils (including parents who wish information to help them decide if they wish their child to attend the School), single copies of all relevant and available information are provided free of charge. However, should a request for information involve a large amount of non-standard paperwork or duplication, the School reserves the right to make a charge to cover duplication and administrative costs.

When a member of the general public or a member of a professional body requests the information, then the standard charge will be made to cover duplication, postage and administrative costs.

In all cases where a cost is to be levied the purchaser will be informed of the cost and requested to pay the correct amount in advance, before the work is undertaken.