



## SEA MILLS PRIMARY SCHOOL

Aspire • Believe • Succeed

### Freedom of Information Policy November 2018

<b>Reviewed and approved by:</b>	FGB
<b>Date approved:</b>	12 Dec 2018
<b>Date of next review:</b>	

<b>Updates :</b>

### Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies, Procedures or Practices</b>		<b>Date</b>	22.11.18
<b>EIA CARRIED OUT BY:</b>	Sian Randall	<b>EIA APPROVED BY:</b>	

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		x
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		x
Gender Reassignment (transsexual)		x
Marriage and civil partnership		x
Pregnancy and maternity		x
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		x
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		x
Gender (male, female)		x
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x

Any adverse impacts are explored in a Full Impact Assessment.

## **Purpose**

This is Sea Mills Primary School's Publication Scheme on information available under the Freedom of Information Act 2000.

## **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".

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus – information published in the school prospectus.
- Governors' Documents – information published in Governing Body documents.
- Pupils & Curriculum – information about policies that relation pupils and the school curriculum.
- School Policies and other information related to the school – information about policies that relate to the school in general.

## **Rationale**

### **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.

## **Aims**

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 School aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child
- Help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

## **Procedures**

The school will follow our school procedures as set out in Appendix 1.

## **How to Request Information**

If you require a paper version of any of the documents within the scheme, please contact the school. Contact details are set out below.

Sea Mills Primary School  
Riverleaze  
Sea Mills  
Bristol  
BS9 2HL  
Telephone: 0117 9030088  
Email: seamillsp@bristol.gov.uk

- 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 we have it.

### **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 cafe.
- 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, e.g. 10 copies, or pay a large postage charge, or your request is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

### **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 Chair of Governors.
- 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:

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

### **Monitoring**

Administration staff will inform the Head Teacher of any requests for information.

Administration staff will record all requests for information.

Head Teacher will inform Governing Body three times a year in the Head teacher report.

## Appendix 1

### School Procedure for dealing with requests for information

- Administrative staff will record all requests of information in the Information Request file
- This file is held in the confidential cupboard
- Administrative staff will inform the Head teacher of the request
- Information requested will be checked by Head Teacher if it is available via the scheme and a decision made if the information can be provided
- The Head teacher will authorise the request and make a decision if payment is needed for administrative costs
- The administrative will pass the information on, informing the person who requested the information if there is any cost in writing
- A formal response to any FOI request will be made within 20 working days

### FOI Flow Chart

