

Beeston Rylands Junior School

POLICY FOR FREEDOM OF INFORMATION AND MODEL PUBLICATION SCHEME

INTRODUCTION

- **THIS DOCUMENT IS** a statement of the aims, principles and procedures for providing freedom of information at Trent Vale Infant and Nursery School
- **IT WAS DEVELOPED** in 2016 through a process of consultation with teaching staff
- **IT HAS BEEN** continuously reviewed, updated and approved by the Governing Body, Headteacher and Office Manager
- This policy will be **REVIEWED ANNUALLY**

Date of review	Spring 2019	Autumn 2019	Autumn 2020
Signed			

This is Beeston Rylands Junior School’s Model Publication Scheme on information available under the Freedom of Information Act 2000. It includes the January 2009 model Freedom of Information Publication Scheme provided by the Information Commissioners Office and a guide to the information the school holds

The governing body is responsible for maintenance of this scheme.

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 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.

2. Aims and Objectives

The school aims are expressed in our vision statement and they are to:

- Enable each individual to reach their full potential
- Promote self confidence and positive attitudes
- Develop young people’s role as citizens and their sense of community
- Ensure equal opportunities in all aspects of school life

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- Deliver an enjoyable and enriching curriculum, allows learners to achieve and is accessible to all
- Provide an inclusive environment that is healthy, caring and safe
- Value parents, carers and the wider community as partners in learning
- Celebrate success and effort in all that we do

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

3. 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 as follows: -

Who we are and what we do

What we spend and how we spend it

What our priorities are and how we are doing

How we make decisions

Our policies and procedures

Lists and registers

The services we offer

4. The guide to information available from Beeston Rylands Junior School under the model publication scheme including the seven 'classes' of information, contact details and schedule of charges.