



### Vision

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

**“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”**

### Mission Statement

*The Grange Community Primary School allows everyone to participate by:*

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling all children to become confident and successful learners.
- Striving to be the hub of our local community and an integral part of our society; building and joining communities locally and beyond.
- Being a partner in the education of our pupils and being committed to working in partnership with our parents and wider community.

*The Grange Community Primary School encourages everyone to excel by:*

- Working for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.
- Endeavouring to be a centre for outstanding teachers, where quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of quality practice.

*The Grange Community Primary enables everyone take pride in their achievements by:*

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by quality teaching.
- Building and developing upon individual strengths and talents.

### Introduction

The Grange is committed to the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general rights of access to information, subject to legal exemptions. This policy outlines our response to the FOIA and the framework for managing requests.

### **Main obligations under the Act**

The FOIA provides public access to information held by public authorities, such as schools. The FOIA provides "public access to information held by public authorities".

It places 2 main obligations on public authorities. They must:

- Proactively publish certain information about their activities
- Respond to requests for information from members of the public

The Freedom of Information Act 2000 (FOIA) is different legislation from the General Data Protection Regulation (GDPR). FOIA practice has not changed as a result of the introduction of the GDPR on 25 May 2018.

Under the FOIA, The Grange must publish details about its activities, priorities, decision-making processes and policies.

The Grange must also respond to requests for information from members of the public.

The FOIA does not apply to personal data, and individuals requesting information held about themselves should make a subject access request.

FOIA does not give people access to their personal data. If a member of the public wants to see information that a public authority holds about him/her, he/she should make a subject access request under the GDPR.

Parents may also be able to make a subject access request on behalf of their children

### **Background**

The Freedom of Information Act 2000 (FOIA) came into force on 1<sup>st</sup> January 2005 for all schools. Under the Act, any person has a legal right to ask for information held by The Grange. They are entitled to be told whether The Grange holds the information, and to receive a copy, subject to certain exemptions.

All information that The Grange routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information. The Act is fully retrospective, any past records which The Grange holds are included. The Grange fully complies with the Retention Schedule produced by the Records Management Society of Great Britain, details are found in our Record Management and Retention Policy. It is an offence to wilfully conceal damage or destroy information in order to avoid responding to an enquiry.

Requests for information can be made to any member of staff, staff need to be aware of the procedure to forward all requests to the School Business Manager immediately. Requests must be in writing (including email), and should include the enquirers name and address and state what information they require. They do not have to mention the FOIA or why they want the information. The Grange has a duty to respond to each request appropriately within 20 days or within 60 days if the request is made during

the school holidays. Please refer to the Freedom of Information Procedure for information on the process upon receiving a request.

### **Obligations and Duties**

The Grange recognises its duty to:

- Provide advice and assistance to anyone requesting information.
- Tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with The Grange Freedom of Information Procedures.

### **The Grange CP School's Publication Scheme**

The Grange Publication Scheme contains all information available under the FOIA. The Publication Scheme sets out the following:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published;
- 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. The Publication Scheme and the materials it covers will be readily available in hard copy from The Grange. It is also available on The Grange website.

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

## Dealing with Requests

All requests will be responded to in accordance with The Grange Freedom of Information Procedure.

## Exemptions

Certain information is subject to either absolute or qualified exemptions. Details can be found in The Grange Freedom of Information Procedure. When we wish to apply a qualified exemption to a request we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. The Grange will maintain a register of requests where we have refused to supply information and the reasons for the refusal. Information will be retained for 5 years.

## Public Interest Test

Unless it is in the public interest to withhold information, it has to be released. The Grange will apply the Public Interest Test before any qualified exemptions are applied.

Information on applying the Public Interest Test is available in The Grange Freedom of Information Procedure.

## Charging

We reserve the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum of £450.

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

## Postage and Copying

Where the cost of postage, printing or photocopying is below £10, we will not make a charge. Where it is over £10, the first £10 will be free of charge; after that, we will charge the full estimated cost of postage and copying. Before we produce the information we will tell you how much it will cost. If you decide not to pay, then we will not release the information.

If you decide to refine the request so it reduces the cost of, say, copying we are happy to discuss that with you.

## Classes of Information Currently Published

Who Are We and What Do We Do - organisational information, structures, locations and contacts.

Description	Availability HC (Hard Copy) W (Website)
Who's who in the School	HC and W
Governing body members and the basis of their appointment	HC and W
Instrument of Government	HC and W
Contact details of the Headteacher and governing body	HC and W
School Prospectus	HC

Leadership Team structure	HC and W
School session times and term dates	HC and most academy websites

What We Spend and How We Spend It – current and previous year financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Description	Availability
Annual budget plan and financial statements	HC
Capitalised Funding	HC & the Department for Education <a href="http://www.education.gov.uk">www.education.gov.uk</a>
Additional funding	HC
Procurement and projects	HC
Pay policy	HC
Staff grading and structure	HC

Our Priorities – strategies and plans, performance indicators, audits, inspections and reviews

Description	Availability
School Profile Government supplied performance data Latest Ofsted report	HC & W <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
Performance management policy and procedure	HC
Schools future plans	HC
Safeguarding policies and procedures	HC

Decision Making – processes and records for last 3 years

Description	Availability
Admissions policy and decisions (not individual decisions)	HC & W
Governing body meeting agendas	HC
Governing body meeting minutes (excluding information properly regarded as private to the meetings)	HC

Policies and Procedures – current written protocols, policies and procedures

Description	Availability
<b>School Policies</b>	
Health and Safety Policy	HC
Complaints Procedure	HC & W
Staff Conduct Policy	HC
Discipline and Grievance Policy	HC HC & W

Freedom of Information Policy and Procedure	HC & W
Equal Opportunities Policy	HC & W
Recruitment and Selection Policy	HC
<b>Pupil and Curriculum Policies</b>	
Home School Agreement	HC & W
Curriculum Policy	HC & W
Sex Education Policy	HC & W
Special Educational Needs Policy	HC & W
Accessibility Policy	HC & W
Race Equality Policy	HC & W
Collective Worship Policy	HC & W
Behaviour Policy	HC & W
<b>Records Management and Personal Data Policies</b>	
Information security Policies	HC
Records Retention Policy	HC
Data Protection Policy	HC
<b>Charging Regimes and Policies</b>	
Charging & Remissions Policy	HC & W

### Lists and Registers

Description	Availability
Curriculum circulars and statutory instruments	HC
Disclosure logs	HC
Asset register	HC

### Services – services we offer including leaflets, guidance and newsletters

Description	Availability
Extra-curricular activities	HC & W
Out of school clubs	HC & W
School Publications	HC & W
Leaflets and books	HC & W
Newsletters	HC & W

### Comments and Complaints

We welcome comments and suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require further assistance or wish to make a complaint this should be addressed to: **The Headteacher, The Grange CP School, Avocet Way, Banbury. OX16 9YA**

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 Commissioners Office. They can be contacted at:

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

**Tel:** 01625 545700

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

Angela Badger

**Signature:** 

