



Freedom of Information Act Policy

GDPR

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

Policy to be reviewed every 3 years
Reviewed by A Holland 13th October 2025
Reviewed by Governors: M Wilby 18th November 2025
Next review date: Autumn 2025



This policy relates St Bartholomew's Primary School's '**Publication Scheme**' for information available under the Freedom of Information Act 2000

1. Introduction - what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This policy describes the school's publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information has been or will be published
- Whether the information is available free of charge or on payment

All information in the school's publication scheme is available in paper form. Increasingly, information is available to the public on the school's website to download and print off.

Some information which we hold may not be made public, for example personal details.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. The governing body is responsible for maintenance of this scheme.

2. Aims and Objectives

At St Bartholomew's we aim:

- To provide a school which is a safe, healthy and happy place where pupils enjoy learning;
- We believe that everyone should be polite and considerate, respecting other people's thoughts and feelings;
- We expect everybody to be kind, caring and co-operative and to take responsibility for their actions;
- As members of our learning community, we should aim to always 'give our best' in all that we do and should feel confident to face a challenge;

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' - these are contained in section 6 of this scheme.

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

- **School Prospectus** - information published in a more promotional format and intended for a wider audience, including prospective parents and external organisations involved in moderation or inspection;
- **Governor related documents** - information published in Governing Body meeting minutes and in other associated documentation;
- **Pupil** - information, including in the form of policies, that relate to our pupils as a 'body' or individually; ensuring the latter is cross-referenced with our policies regarding 'Data Protection' and 'Subject Access Request';
- **Curriculum** - information and linked policies, relating to the school's approach to learning, subject specific information, the wider educational experiences on offer and pastoral provision.

4. How to request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter. Contact details are set out below. Some documents are available from our website at www.st-bartholomews.leics.sch.uk

Email: office@st-bartholomews.leics.sch.uk

Tele: 01509 412250

Contact address: St. Bartholomew's Primary School, Willowcroft, Off Warwick Avenue, Quorn, Leicestershire, LE12 8HQ

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' (IN CAPITALS PLEASE).

If the information you are looking for is not available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

Any request for any information from the school will be considered to see if it meets the criteria of FOI. This is irrespective of whether or not the individual making the request mentions FOI.

If the request is simple and the information is to be released, then the individual who received the request can release the information but must ensure that this is done within the timescale set out below.

Time limits for FOI requests

The **school** must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. When calculating the 20-working day deadline, a "working day" is a school day (one in which pupils are in attendance), subject to an absolute maximum of 60 normal working days (not school days) to respond.

5. Paying for Information

There is no charge for photocopying of this information.

6. Classes of Information Currently Published

School's Website – this section outlines information published in the school prospectus and website.

Class	Description
<p>School Website</p>	<p>The statutory contents of the school website are as follows; (other items may be included on the website at the school's discretion):</p> <ul style="list-style-type: none"> • Contact Details • Admission Arrangements • Pupil Attendance • School Uniforms (including School Uniform Policy) • Ofsted Reports • Test, exam and assessment results • Performance measures website • School opening hours • Curriculum • Remote Education • Behaviour Policy • Pupil premium and recovery premium • PE and sport premium for primary schools • Public sector equality duty • Special Educational Needs and Disability Information • Complaints procedure • Governors' information and duties • Financial Information • Charging and remission policies • Values and ethos • Requests for paper copies <p>Further details can be found on the following website: https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</p> <p>St. Bartholomew's C of E Primary s also publishes policies covering:</p> <p>Anti-bullying CCTV Calculations EYFS Freedom of Information Home School Communication Home School Partnership Homework Pupil Premium Records Management School Meal Debt</p>

<u>Governor's documents</u> - this section outlines information published in the Governors minutes and in other governing body documents	
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	<ul style="list-style-type: none"> • Agreed minutes of meeting of the full governing boards. Current and last academic school year • Attendance of governors at main and committees over the past 12 months

'Pupils' and 'curriculum' related Policies - this section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Accessibility Policy	Plan for increasing participation of disabled pupils in the school's curriculum improving the accessibility of the physical environment and improving delivery of information to disabled pupils
Behaviour and Discipline policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying
Collective Worship	Statement of arrangements for the required daily act of collective worship
Curriculum Policies	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Home School Partnership	It's a supportive partnership between school and home for the benefit of the pupils.
Relationships, Sex and Health Education Policy	Statement of policy with regard to relationship, sex and health education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Equality Policy	Statement of policy for promoting racial equality
Remote Teaching Policy	Policy for the Remote Teaching and Learning provision in school
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school

School-wide Policies and other information related to the school - this section gives access to information about policies that relate to the school in general.

Class	Description
Admissions Policy	Policy for school Admissions
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School Complaints Policy	Statement of procedures for dealing with complaints
Data Protection Policy	Policy for how St Bartholomew's C of E Primary School manages data that is held about pupils, staff, parents, carers and other individuals in connection with that school
Health & Safety Policy	Policy for Management of Health and Safety in the School
Medication and Management Guidance	Policy for management of Medication in school.

7. 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 Headteacher, St Bartholomew's Primary School, Willowcroft, Quorn, Loughborough, Leics, LE12 8HQ.

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:

By post: Customer Contact, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

By email: casework@ico.org.uk

Helpline: 0303 1231113 or 01625 545745 9.00am – 5.00pm

Website:- www.ico.org.uk

Email: www.ico.org.uk/global/contact-us/email/