

# MALVERN PARISH CE PRIMARY SCHOOL

‘LEARNING TOGETHER FOR AN EXCITING FUTURE’



## FREEDOM OF INFORMATION POLICY

LAB Approval:

Date: July 2026

Review Date:

Date: July 2027

Member of Staff Responsible:

Name: Martha Worthington



## Malvern Parish CE Primary School

**'Learning Together for an Exciting Future'**



At Malvern Parish our vision is for all children and adults to become aware of their God given gifts so they can flourish as individuals, achieve academically and build firm foundations for the future.

This vision is deeply rooted in strong Christian tradition and based upon:

***"I have come that they may have life and have it to the full". John 10.10***

***"For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29.11***

We seek to develop our vision through our Christian values of Friendship, Respect, Trust, Peace, Truthfulness and Forgiveness and live out these values in every part of school life.



# **This is the Malvern Parish CofE Primary School Publication Scheme based on information available under the Freedom of Information Act 2000**

*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 and academies, 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 but may be subject to a charge.

We are committed to updating and maintaining the publication scheme to keep it current and relevant. The Publication Scheme contains many of the documents, policies and plans and guidance which are regularly asked for.

Some information, which we hold, may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

Overall responsibility for ensuring that the School meets the statutory requirements of the FOIA lies with the Governors with the Chair of Governors having overall responsibility for information management issues. The Governors have delegated the day-to-day responsibility of implementation to the Headteacher.

This policy does not cover personal written communications (such as personal e-mails sent by staff). The School's Data Protection Policy establishes the standards regarding the use of "personal data".

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

## 2. 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 5 of this scheme.

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

|                                                             |                                                                            |
|-------------------------------------------------------------|----------------------------------------------------------------------------|
| School Website                                              | Information published on the school website                                |
| Information relating to the school and Local Academy Board  | Information published in governing body documents                          |
| Pupils & Curriculum                                         | Information about policies that relate to pupils and the school curriculum |
| School Policies and other information related to the school | Information about policies that relate to the school in general            |

## 3. 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;

Email: **office@malvernparish@dowmat.education**

Tel: **01684 574084**

Contact Address: Manby Road, Malvern, Worcestershire, WR14 3BB

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

Freedom of Information requests should be dealt with within 20 working days, excluding school holidays. Repeated or vexatious requests for information will be refused. We will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and public interest. We reserve the right to refuse requests where the cost of provision exceeds the statutory maximum (currently £450).

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.

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner’s website at [www.informationcommisioner.gov.uk](http://www.informationcommisioner.gov.uk).

#### 4. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

#### 5. Classes of Information Currently Published

##### School Website

| Class          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Website | <ol style="list-style-type: none"><li>1. The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.</li><li>2. The determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place; or</li><li>3. Information as to where and by what means parents may access the most recent report about the school published by her Majesty's Chief Inspector of Education, Children's Services and Skills.</li><li>4. The school's most recent Key Stage 2 results as published by the Secretary of State</li><li>5. Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education's website.</li><li>6. The following information about the school curriculum—<ol style="list-style-type: none"><li>(a) in relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained;</li><li>(b) in relation to Key Stage 1, the names of any phonics or reading schemes in operation.</li></ol></li><li>7. The measures determined by the head teacher under section 89 of the Education and Inspections Act 2006 (determination by head teacher of behaviour policy).</li><li>8. The amount of the school's allocation from the Pupil Premium grant in respect of the current academic year;<ol style="list-style-type: none"><li>(a) Details of how it is intended that the allocation will be spent</li><li>(b) Details of how the previous academic year's allocation was spent, and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated.</li></ol></li><li>9. The report prepared by the school under section 317(5)(a) of EA 1996 (duties of governing bodies in relation to special educational needs).</li><li>10. The school's charging and remissions policy determined by them under section 457 of EA 1996.</li><li>11. A statement of the school's ethos and values."</li></ol> |

**Information relating to the Governing Body** This section sets out information published in governing body documents.

| Class                                                                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instrument of Government</b>                                                 | <ul style="list-style-type: none"> <li>a. The name of the school</li> <li>b. The category of the school</li> <li>c. The name of the governing body</li> <li>d. The manner in which the governing body is constituted</li> <li>e. The term of office of each category of governor if less than 4 years</li> <li>f. The name of anybody entitled to appoint any category of governor</li> <li>g. Details of any trust</li> <li>h. If the school has a religious character, a description of the ethos</li> <li>i. The date the instrument takes effect</li> </ul> |
| <b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b> | Agreed minutes of meetings of the governing body.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

| Class                           | Description                                                                                                                                                                                                                     |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Home / school agreement         | Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements                                           |
| Curriculum Policy               | Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school                                                                   |
| Health and Relationships Policy | Statement of policy with regard to sex and relationship education                                                                                                                                                               |
| Special Education Needs Policy  | Information about the school's policy on providing for pupils with special educational needs                                                                                                                                    |
| Equality Plan                   | Plan for ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. |
| Collective Worship              | Statement of arrangements for the required daily act of Collective Worship                                                                                                                                                      |
| Safeguarding Policy             | Statement of policy for safeguarding and promoting welfare of pupils at the school.                                                                                                                                             |
| Behaviour Policy                | Statement of general principles on behaviour and discipline.                                                                                                                                                                    |
| Anti-Bullying Policy            | Statement of measures taken by the school to prevent bullying.                                                                                                                                                                  |
| Admissions Policies             | Information regarding our Admissions criteria                                                                                                                                                                                   |
| Foundation Stage Policy         | Details of our provision for children in the Early Years Foundation Stage                                                                                                                                                       |
| E-Safety Policy                 | Details of the measures the school takes to ensure children are safe online                                                                                                                                                     |

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

**School 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                                                                                                                                                                                                     |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Published reports of Ofsted referring expressly to the school | Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character |
| Charging and Remissions Policies                              | 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 session times and term dates                           | Details of school session and dates of school terms and holidays                                                                                                                                                |
| Health and Safety Statement and risk assessment               | Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy                                               |
| Complaints procedure                                          | Statement of procedures for dealing with complaints                                                                                                                                                             |
| Performance Management of Staff                               | Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures                    |
| Staff Conduct, Discipline and Grievance                       | Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance                                                                       |
| Pay Policy                                                    | Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay                                                                     |
| Curriculum circulars and statutory instruments                | Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum                  |

## 6. 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 the Local Academy Board, Mr Dan Hughes**.

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.