



Huyton with Roby CE Primary School

Freedom of Information – Publication Scheme

Authors: Knowsley Borough Council

Date of Policy: Summer 2016

Date of Ratification: Summer 2016

Governor’s Meeting: Adopted by Governors

Review Date: Summer Term 2017

Signed.....Chair of Governors

Date of Signature.....

WR Freedom of Information Scheme

HUYTON WITH ROBY PRIMARY SCHOOL

FREEDOM OF INFORMATION – PUBLICATION SCHEME

This is Huyton with Roby's Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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;
- ▶ 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 either available for you on our website to download and print off or 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.

Aims and Objectives:

Our Christian school aims to:

- ▶ develop in its children an understanding of the Christian faith. Christian values and respect for others are built into the ethos, teaching and daily worship of the school.
- ▶ forge strong links between school, home, parish and the wider community through the active involvement of parents, governors and clergy.
- ▶ enable every child to fulfil their learning potential by efficiently and effectively using the resources allocated to the school to provide an education that meets the needs of each child,
- ▶ help every child develop the skills, knowledge and personal qualities needed for life and work,

WR Freedom of Information Scheme

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

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 the school prospectus.
- ▶ **Governors' Documents** – 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.

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, fax or letter. Contact details are set out below.

Email: huytonwithroby@knowsley.gov.uk

Tel: **0151 477 8460/1**

Fax: **0151 477 8529**

Web site: www.huytonwithrobyce.co.uk

Contact Address: **Huyton with Roby CE Primary School, Rupert Road, Huyton Liverpool L36 9TF.**

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 **[and isn't on our website]**, 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 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. 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. Where there is a charge this will be indicated by a £ sign in the description box.

WR Freedom of Information Scheme

NB. Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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 Head teacher. 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

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk