

Broadbent Fold Primary School and Nursery



Freedom of Information Policy

Approved by Governors:	
Date to be reviewed:	Every Two Years

Broadbent Fold Primary School and Nursery

Information available under the Freedom of Information Act 2000

Introduction:

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 the Governing Body has produced its 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, and will soon be available on the school's website: www.broadbentfold.tameside.sch.uk. 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.

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.

Pupils and 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:

Telephone: 0161 303 9411

Fax: 0161 304 9214

Contact Address: Tennyson Avenue, Dukinfield, Cheshire, SK16 5DP

E-mail: admin@broadbentfold.tameside.sch.uk

or you can visit our website at: www.broadbentfold.tameside.sch.uk

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 or 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 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. Where there is a charge this will be indicated by a £ sign in the description box.

Information Currently Published

A. the name, address and telephone number of our school

- the names of the Headteacher, Ms Thornton Jones, and the Chair of Governors
- mission statement
- information on the school's policy on Admissions (updated annually)
- information about the school's policy on providing for pupils with Special Educational Needs
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- the arrangements for visits to the school by prospective parents

B. Instrument of Government

- 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 any body 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

C. Minutes of meetings of the Governing Body and its appointed Committees

Agreed minutes of meetings of the Governing body and its committees, covering the current and last Academic Years. Please note: Some information included might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

D. Pupils and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

- 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

Statement on following the policy for the curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

- Sex and Relationship Policy
- Special Education Needs and Disability Policy
- Safeguarding Policy
- Behaviour Policy

E. School Policies and other information related to the school This section gives access to information about policies that relate to the school in general.

- Published reports of Ofsted referring expressly to the school. Published report of the last inspection of the school and the summary of the report.
- 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 Policy 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 Headteacher 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
- Curriculum circulars and statutory instruments Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or Governing Body relating to the curriculum

Annex A provides a list of other documents that are held by the school and are available on request

Annex B privacy notice to staff

Annex C privacy notice to parents/carers

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, Ms Thornton Jones or in her absence the Deputy Headteacher, Mrs W McCoy.

If you are not satisfied with the assistance that you get, you are able to bring the matter to the attention of the Governing Body. If then 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. The Information Commissioner can be contacted at:

Address: 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

Annex A: List of All Policy Documents held within school

Policies

The school makes available certain information under the Freedom of Information Act. A copy of this document is available from the school office.

The policies listed below are none exhaustive list of policies maintained by the school and Governors.

- Anti-bullying Policy
- Admissions Policy & Oversubscription Criteria
- Acceptable Use Policy
- Behaviour Policy
- British Values Policy
- Capability Policy & Procedures
- Complaints Policy
- Computer Security Policy
- Cyber Bullying Policy
- Data Protection Policy
- Disciplinary Procedure for Employees
- Equalities and Diversity Policy
- Fair Processing Notice
- Finance:
 - Best Value Statement
 - Whistleblowing Policy
 - Governors Expenses Policy
 - Charges & Remissions Policy
 - Charging for School Activities Policy
- Freedom of Information Policy
- Grievance Procedure
- Health and Safety Policy
- Internet Safety Guidelines
- Intimate Care and Toileting Policy
- Learning and Teaching
- Managing Attendance (Staff) Policy
- Marking and Feedback Policy
- Pay Policy
- Performance Management Policy
- Safeguarding Policy
- SEN Policy
- Separated Parents Policy
- Sex and Relationship Policy
- Teachers' Pay Policy



Broadbent Fold Primary School and Nursery

Privacy Notice to Workforce

Dear Colleague

Privacy Notices:

The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority - Tameside MBC
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- Tameside local authority website
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact:

- Danielle Cunningham-Hobbs – Risk Officer - Risk Management and Audit at Tameside MBC on 0161 342 3845



Broadbent Fold Primary School and Nursery

Privacy Notice to Parents/Carers

Annex C

Dear Parent/Carer

Privacy Notice: Information about pupils in schools, alternative provision, pupil referral units and children in early years settings

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Tameside Local Authority by informing Mrs A Lynch, Business Manager. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to Tameside local authority website

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

Broadbent Fold is required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- Tameside local authority website or Danielle Cunningham-Hobbs- Risk Officer – Risk Management and Audit Services, telephone number 0161 342 3845
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact:

- Mrs A Lynch, Business Manager on 0161 303 9411.



Broadbent Fold Primary School and Nursery

Privacy Notice to Parents/Carers of Looked After Children

Annex D

Dear Parent/Carer

Privacy Notices: Children in need or children looked after: information held by local authorities

The Data Protection Act 1998: How we use your information

We collect and process information about children in our care and children to whom we provide services. We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care; and
- assess the quality of our services

We are required, by law, to pass on some of this information to the Department for Education (DfE) which uses it to; develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice. Under certain conditions, DfE may share some of the information we provide to them with third parties (e.g. for the purpose of research). Any such sharing by DfE is strictly controlled and in compliance with the Data Protection Act 1998.

If you require more information about how we and/or the DfE use this information, please visit:

- our website at: www.broadbentfold.tameside.sch.uk
- the DfE's website at:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

or write to us at:

- [Danielle Cunningham-Hobbs – Risk Officer – Risk Management and Audit Services at Tameside MBC. Telephone number 0161 342 3845](#)