

ASTON FIELDS MIDDLE SCHOOL

FREEDOM OF INFORMATION POLICY/PUBLICATION SCHEME

Date: September 2023

Date Reviewed: Annually in September

Freedom of Information Policy

Our full title and address for sending requests for information under the Freedom of Information Act (2000) is:

Aston Fields Middle School
Drummond Road
Bromsgrove
Worcestershire
B60 2ET

The person responsible for maintenance of this scheme is Mrs A Hales, Headteacher

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, 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 that is available upon request. All information in our publication scheme is available in paper form.

Some information that we hold is exempt by law from being made public, for example personal information or information that if released publicly could lead to the identity of individuals, especially children, being discovered.

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 is available upon request – 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 two broad topic areas:

- School Prospectus – information published in the school prospectus.
- School Policies – information about policies that relate to the school in general.

3. How to Request Information

You can request a copy of the information you want from the contact detailed below. You must do this, in writing or by e-mail, clearly marking your request as being made under the FOI Act.

You can contact the school by letter or e-mail.

Mrs A Hales, Headteacher
Aston Fields Middle School
Drummond Road
Bromsgrove
Worcestershire
B60 2ET
office@astonfields.worcs.sch.uk

Requests for information will be responded to within twenty school days.

4. Paying for Information

Information covered by this publication can be viewed in school free of charge. If you would like to do this, please state this in writing. You will then be told when you will be allowed to view the information at a time and date within 20 school days of the date the school received your FOI request. A member of staff will be present in the room whilst you view the information and you will be given a specified maximum time period. You will not be allowed to take copies away with you or photograph information. Alternatively, you may request copies of information are made available for you to collect or to be posted to you. Single copies of information covered by this publication will be provided at the cost of 20p per sheet. If your request means that Governors 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 Governors will let you know the cost before fulfilling your request. If you refuse to pay the charges, you will not receive the information and the Information Commissioner will be told.

5. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus and is freely available on the school’s website.

Class	Description
School Prospectus (published on school website)	<p>The statutory contents of the school prospectus are as follows, (other items may be included at the school’s discretion):</p> <ul style="list-style-type: none">• Information about admissions.• A statement of the school’s ethos and values.• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.• Information about the school’s policy on providing for pupils with special educational needs. (Full policy available upon request).• Rate of pupils’ authorised and unauthorised absences.• National Curriculum assessment results for appropriate Key Stages, with national summary figures.

	<ul style="list-style-type: none"> • Charging and remissions information. • Curriculum information. • Behaviour for Learning Policy information. (Full policy available upon request). • Sex Education Statement. (Full policy available upon request). • Homework information. (Full policy available upon request).
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School Policies – this section gives access to information about school policies.

Class	Description
Home – School agreement (not a policy)	Written statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils (all new Year 5 pupils/parents receive this and are expected to sign it). Note: This is not a policy as such.
Sex Education Policy	Written statement of policy with regard to sex education.
Pupil Discipline	Anti-Bullying Policy and Behaviour for Learning and Exclusion Policy available upon request.
Ofsted	Report of an inspection of the school by Ofsted – published on school website.
School session times (not a policy)	Details of school session and dates of school terms and holidays are published on website as part of the school’s prospectus.
Special Education Needs Policy	Information about the school’s policy on providing for pupils with special educational needs (available upon request).
Disability Equality Scheme	Policy of improvements to access for pupils with disabilities named the school’s “Disability Equality Scheme” (Equality Act 2010).
Health and Safety Policy	Written statement of general policy with respect to health and safety at work of employees (and others). (Available upon request).
Child Protection Policy (Safeguarding)	Statement of general principles on child protection arrangements (Safeguarding Policy – available upon request).
Governors Complaints Procedure Policy	Statement of procedures for dealing with complaints (available upon request),
Pupil Premium	This is not a policy but a statement which is published on the school’s website on behalf of School Governors.
The Governing Body	Information relating to the Governing Body is made available on the school’s website.
Staff Appraisal Policy	Statement of procedures adopted by the Governing Body relating to staff appraisal (available upon request).

6. **Feedback and Complaints**

We welcome any comments or suggestions you may have about this policy and scheme. If you want to make any comments about this or if you require further assistance or need to make a complaint, then initially this should be addressed to Mrs A Hales, Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint you may complain formally and 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, SL9 5AF

or

Enquiry/Information Line: 01625 545745

Exemptions

Some information we hold might be confidential or otherwise exempt from publication by law – we cannot therefore publish this. We will let you know this, in writing, if this is the case, within 20 school days of receiving your request for information. The school will always seek advice from the Local Authority before responding to a FOI request. Information may not be provided if the school considers the request to be vexatious or malicious. This will then be reported to the police.