



St Paul's C/E Infant School
Tongham
Farnham
Surrey
GU10 1EF

Freedom of Information and Information Rights

At St Paul's C/E infant School, Tongham, we understand that good information handling provides a range of benefits as well as helping us to comply with the Data Protection and Freedom of Information Acts.

Data Protection

As a school we handle and store data in line with the Data Protection Act and General Data Protection Regulation (GDPR). We understand that pupils and their parents have rights to see their personal information and can make a subject access request to see the personal information that we hold about them.

The Information Commissioners Office (ICO)

As we handle personal information, we understand our need to notify as a data controller with the Information Commissioner's Office. Notification is a statutory requirement and the School's Data Protection Officer manages this process.

What rights exist for access to a pupil's personal information?

Children and parents can request access to their information – both educational records and personal information.

At St Paul's, we follow the ICO guidance on this matter. In line with this guidance, requests for educational records should be made to the Chair of Governors and for personal information to the Headteacher. A response for educational records will be provided within 15 school days and for personal information within one calendar month.

Freedom of Information Act

The Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) requires all public authorities, including all maintained schools, to be clear and proactive about the information they will make public. To this end, we have produced this policy and appendix, setting out:

- **The classes of information which we publish or intend to publish;**
- **The manner in which the information will be published;**

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 from our website to download and print off or available in paper form or by request. Some information which we hold may not be made public, for example personal information.

Categories of information published

This policy provides information that we currently publish, have recently published, or plan to publish in the future. This is split into categories of information known as 'classes'. These are listed below, but fall into 4 broad areas.

- 1) School Prospectus – Information published in the school prospectus

- 2) Governors' Documents – Governing body documents
- 3) Pupils and Curriculum – Information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs
- 4) 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 us by telephone, email or letter. Contact details are set out below.

Email : head@stpaulstongham.com

Tel: 01252 400222

Contact Address: St Paul's C/E Infant School, The Cardinals, Tongham, Farnham, Surrey, GU10 1EF

To help us process your request quickly, please clearly mark any correspondence "FREEDOM OF INFORMATION 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 us to ask if we have it.

Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<ul style="list-style-type: none"> • The name, address, website and telephone number of the school, and the type of school • The name of the head teacher • Information about the school's policy on providing for pupils with special educational needs • School term dates, times, attendance and punctuality • Staff and governors • Uniform • Charging and Remissions Policy • Information on the school policy on admissions • A statement of the school's aims • The latest Ofsted report

Information relating to the governing body–

This section sets out information published in the School Profile and in other governing body documents.

Class	Description
Instrument of Government and Constitution Details	<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

	<ul style="list-style-type: none"> • A description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees

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
Sex Education 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
RE Policy	Information on the school’s policy and the right of parents to withdraw children.
Complaints	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a complaint
Equality Policy	Statement of policy for promoting equality
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. <i>(includes child protection)</i>
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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 letter to the children from the lead inspector.
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

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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
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

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: ***Chair of Governors, St Paul's C/E Infant School, The Cardinals, Tongham, GU10 1EF***

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

or

Enquiry/Information Line: 01625 545 700

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

Website : www.informationcommissioner.gov.uk