



# Freedom of information policy

Sept 2024

At St Stephen's CE Primary School, our Christian values run through our school like a golden thread and enable our children to flourish and ASPIRE in life. Our Christian vision: *'for with God, nothing is impossible'* ( Luke 1 : 37), helps support and guide our whole school community in striving to beat our previous best endeavours. Throughout the year, we re-focus on a Christian Value in order to keep God in the centre of our lives. By linking these to key events within the Christian calendar our children will all take turns in leading key collective worships for our whole school community at St Stephen's Church, once a year.


Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Thankfulness	Respect	Hope	Forgiveness	Trust	Love

**ASPIRE Curriculum** - Key Principles:

- A** whole school curriculum with high expectations and excellence delivered rigorously through well sequenced subjects, progression in generative knowledge, rich vocabulary, concepts and skills,
- S**timulating enquiring minds by providing rich and relevant experiences, purposeful and connected learning, and creative thinking
- P**lacing nurturing, lifelong learning behaviours – resilience, risk taking, independence, perseverance, and pride in success - at the heart of our curriculum
- I**nclusivity and flexibility which allows us to cater for individual needs, abilities and interests
- R**evisiting key knowledge, skills and vocab, so pupils know more and remember more
- E**ncompassing the Whole Child – developing their faith, values, spirituality, health and well-being, and understanding of the world we live in, their future role in our culturally diverse community and country where equality and tolerance is promoted

**Luke 1:37 "For with GOD nothing shall be impossible"**

**#ASPIRE**



The key principles of our ASPIRE vision support our decision-making process at St Stephen's CE Primary School for the curriculum. With these principles in place, our children are able to know more and remember more across development of our broad and balanced curriculum.

## 1. INTRODUCTION

St Stephen's CE Primary School recognises the need to hold information in accordance with the Information Act 2000 ("the Act") and make it available to the public in accordance with provisions of the Act, subject to any legal exemptions.

Any reference in Act to "public authorities" applies to schools.

## 2. PUBLICATION SCHEME

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. St Stephen's has adopted the model publication scheme approved by the Information Commissioner.

St Stephen's publication scheme sets out the seven classes of information identified in the model publication scheme

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information will be provided on the School's website wherever possible. However, some information may only be available in hard copy. If it is not possible to access the information via the website, the School will make appropriate arrangements for the information to be made available upon request to The Office manager at St Stephen's School.

The purpose of the publication scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the requestor. Any charges made by the school will be kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made to cover the School's costs such as: photocopying postage and packaging and/or any costs directly incurred by the School as result of providing the information. If a charge is to be made, confirmation of the charge will be given before the information is provided and payment may be required prior to provision of the information.

## 3. MAKING A REQUEST UNDER THE FREEDOM OF INFORMATION ACT

Any requests for Information held by the school that is not published under the School's publication scheme should be made in writing to the school via letter or email.

The request will then be acknowledged in writing and if necessary, clarification will be sought on what is being asked for.

The School will usually respond to the request within 20 working days in one of the following ways:

- By providing the information requested;
- Confirming that it does not hold the information requested;
- Confirming that the information requested is already publicly available and where it can be obtained from; or
- Explaining whether any/all of the information is exempt from disclosure.

#### 4. REFUSING A REQUEST

The School will try to make as much information available as possible. However, sometimes there may be a valid reason for withholding information. Examples of when we may withhold information include:

- School intends to publish the information in the future;
- The law states the information must not be released.
- Disclosure would:
- Breach confidentiality;
- Breach the Data Protection Legislation;
- Breach the public interest.

Reasons will be provided if School decides to withhold information.

#### 5. CHARGES

Most information requested will be provided free of charge, although School may charge a fee for the photocopying/printing/postage of larger documents and where it is not available in the Publications Scheme.

School will not charge for time spent dealing with a request but there is no obligation to provide information if it would involve more than 18 hours work. In such cases, school will make contact with the requestor and discuss options.

If a charge is to be made, confirmation of the charge will be given before the information is provided and payment may be required prior to provision of the information.

#### 6. PURPOSE OF INFORMATION PROVIDED

Any information provided by School following a request made in line with the Act may only be used for personal purposes.

#### 7. COMPLAINTS

Any complaint about how School has handled a request under the Act should be referred to the

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Telephone 01625 545700, Website [www.ico.gov.uk](http://www.ico.gov.uk)