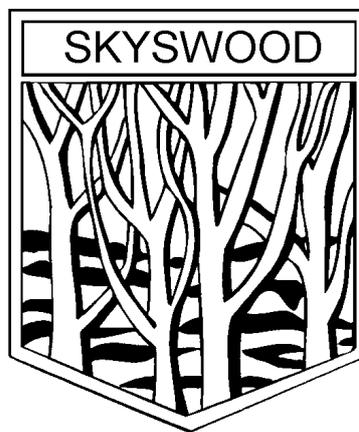


Skyswood Primary & Nursery School

Freedom of Information Publication Scheme



June 2020

Review Date – June 2022

The governing body is responsible for maintenance of this scheme.

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 which is to be published in the future. All information in our publication scheme is available in paper form and, where appropriate, on the school website. The Skyswood Freedom of Information Publication Scheme is supported by our Privacy Policies for parents, pupils, staff and governors. These have all been drawn up in compliance with the GDPR regulations that came into place in May 2018.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to GDPR requirements for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- develop further our challenging and supportive environment for the purposes of encouraging and nurturing the individual, in order that they may realise their true potential and are happy and eager to learn
- provide a rich learning culture which influences every aspect of school life
- ensure that inclusivity permeates all school policies, daily school practice and teaching approaches so that individuals have equality of opportunity to fulfil their potential
- provide a rich and fulfilling environment through our continued and developing partnership with children, parents, staff, governors and the wider community
- foster an environment where high expectations envelope every aspect of school life
- give each individual access to a broad, balanced and relevant curriculum through which they will develop the valuable life skills they will need in later life

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

3. 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

4. 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 or letter. Contact details are set out below or you can visit our website at www.skyswood.herts.sch.uk. For personal data, you should submit a Subject Access Request to the Data Protection Officer (DPO) – Rev. Graham Clarke using the contact details below. You will then receive a Subject Access Request Form. The school have a duty to respond to this request within 30 days of its submission.

Mr Graham Clarke
Data Protection Officer
Skyswood Primary School,
Chandlers Road,
St Albans,
Herts.
AL4 9RS

Email: **admin@skyswood.herts.sch.uk**

Tel: **01727 854164**

Contact Address: **Chandlers Road, St Albans, Hertfordshire. AL4 9RS.**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

If the information you are 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.

5. 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.

6. Classes of Information Currently Available

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the names of the headteacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • information about the school's policy on providing for pupils with special educational needs • a statement on the safeguarding of pupils and reference to the school's Child Protection Policy (which can be found on the school website). • the arrangements for visits to the school by prospective parents
Governors' Documents	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>
Pupils & Curriculum	All statutory policies and information are available on the school website
School Policies & Other Information Related to the School	All statutory policies and information are available on the school website

7. 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.

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:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (*local rate*) or 01625 545 745 (*national rate*)

Fax: 01625 524 510

Email: enquiries@ico.org.uk