

Freedom of Information Policy



Alumwell Nursery School

FREEDOM OF INFORMATION POLICY

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
- 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 for you on our website to download and print off or available in paper form.

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.

Alumwell Nursery will use all reasonable endeavours to work within a 20 working days response time, however there may be times due to the Academic year (school holidays), this may not be possible. All requests will be acknowledged with an indication of when a full response will be available.

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 Annex 1.

The classes of information that we undertake to make available are organised into four broad topic areas:

- **School Website and/or prospectus**– information published in the school prospectus
- **Governors' Documents**– information published in governing body documents
- **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, e-mail or letter. Contact details are set out below or you can visit our website www.alumwell-n.walsall.sch.uk

Telephone: 01922 721264

E-mail: postbox@alumwell-n.walsall.sch.uk

Contact address: Alumwell Nursery School, Primley Avenue, Walsall, WS2 9UP

To help us to process your request quickly, please clearly mark any correspondence 'Freedom of Information Request'.

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

Information Availability

The Nursery will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where possible, this information will be provided on our website. Where this is not possible, the Nursery will indicate how information can be obtained by other means.

In exceptional circumstances, some information may only be available by viewing it in person. Where appropriate, contact details will be provided and an appointment to view this information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Nursery is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have the internet, you can access our website using a local library or an internet café.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Printing
- Postage and packaging
- the admin staff costs involved in providing the information

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

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher at Alumwell Nursery School, Primley Avenue, Walsall WS2 9UP.

Annex 1

Classes of information currently published

School Website and/or Prospectus

The website/prospectus is reviewed regularly and includes information that prospective parents may require when joining the school.

Governors Documents

- 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 terms of office of each category of governor if less than 4 years
- The date the instrument takes effect
- Minutes of meetings of the governing body and its committees

Pupils and Curriculum Policies

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

- Curriculum Policies
- Special Needs Policy
- Accessibility Plans
- Equality Policy
- Safeguarding Policy
- School Behaviour Policy
- Child Protection Policy and Procedures

School Policies and other information related to the school

- Published reports of Ofsted referring expressly to the school
- Published report of the last inspection of the school and the summary of the report
- Admissions Policy
- Charging Policy
- Data Protection
- Dealing with Aggressive Parents
- Development Plan
- Freedom of Information Policy
- School session times and term dates
- Health and Safety Policy and Risk assessment
- Complaints Procedure
- Performance Management of Staff
- Staff Code of Conduct, Discipline and 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

Chair of Governors signature:

Date approved by Governors: