



Cedar Integrated Primary School and Nursery Unit

Freedom of Information Policy and Publication Scheme

General Information

The Freedom of Information Act 2000 (FOIA) is intended to promote a culture of openness and accountability by providing people with rights of access to information held by public authorities. It aims to help provide a better understanding of how public authorities work, why they make the decisions they do and how they spend public money.

The Act covers all information created or owned by the public authority. The **Information Commissioner's Office** give definitions of the types of information schools would be expected to give. Access to the information must be given in the format which the requester asks for. A fee can be charged which the requester must be made aware of.

The Freedom of Information Act came into force in two stages:

1. Each public authority (schools are deemed to be public authorities in their own right) must adopt and maintain a publication scheme, setting out details of information it will routinely make available, how the information can be obtained and whether there is any charge for it.
2. 1 January 2005 any individual can make a specific request for information and must be informed whether the organisation holds that information and subject to any exemptions, must be supplied as requested. Public authorities will normally have a maximum of 20 working days to respond to the request; however, there are circumstances when this time limit can be extended.

Cedar Integrated Primary School and Nursery Unit has adopted the Information Commissioners Office model publication scheme. 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 (FOIA) is that public authorities, including all grant maintained integrated schools, should be clear and proactive about the information they will make public.

To do this we have produced 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. A more limited amount of information is also published on the Cedar website.

Some information which we hold may not be made public, for example personal information. The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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

The School recognises that it is in the public interest for its effectiveness to be monitored in a number of different respects and, accordingly, that the public should have access to certain information either via the School's website or upon written request.

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 the Governors Annual Report and in other 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.**

The full publication scheme is available as Appendix 1 of this document.

4. Requests for Information

All requests should be made in writing to the school using the following contact details:

Email: hcrichon679@c2kni.net

Address: Mrs H Crichton, 29Kilmore Road, Crossgar, Co Down, BT30 9HJ.

In order to help us - please annotate any correspondence with "**Freedom of Information Request.**"

You should receive a response with 20 working days (excluding school holidays), Cedar will follow the "Request for Handling Flow Chart" devised by ICO.

(Appendix 2)

For more information on how to make requests under the Freedom of Information Act you may like to visit:

www.gov.uk/make-a-freedom-of-information-request

or

http://ico.org.uk/for_the_public/official_information

5. Exemptions

Certain information is subject to either absolute or qualified exemptions. Unless it is in the public interest to withhold information, it has to be released. We will apply the public interest test before any qualified exemptions are applied. When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. We will maintain a register of requests where we have refused to supply information and the reasons for the refusal; the register will be retained for five years.

6. Charging

The school will respond to most requests free of charge but when making a charge will apply fees calculated according to FoI regulations and the person requesting the information will be notified of the charge before information is supplied.

Where there is a charge this will be indicated by a £ sign in the description box. We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

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 Principal at the address above.

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's Office

3rd Floor

14 Cromac Place

Belfast

BT7 2JB

Tel: 028 9027 8757 or 0303 123 1114

Email: ni@ico.org.uk

Appendix 1

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

Class	Description
School Prospectus	<ul style="list-style-type: none"> ▪ The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): ▪ The name, address and telephone number of the school, and the type of school. ▪ The names of the Principal and Chair of governors. ▪ Information on the school policy on 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. ▪ Number of pupils on roll. ▪ National Curriculum assessment results for appropriate Key Stages, with national summary figures. ▪ The arrangements for visits to the school by prospective parents.

Governors' Annual Report and other information relating to the governing body– this section sets out information published in the *Governors' Annual Report* and in other governing body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> ▪ Details of the governing body and their category of membership, clearly identifying the chair, vice-chair and secretary. ▪ A statement on progress in implementing the action plan drawn up following an inspection. ▪ A financial statement, including gifts made to the school and amounts paid to governors for expenses. ▪ A description of the school's arrangements for security of pupils, staff and the premises. ▪ Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year. ▪ Arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils (Article 8 of the 96 order refers). ▪ Description of the steps taken to implement special needs policies, in accordance with article 9 of the order. ▪ A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school ▪ A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning. ▪ Number of pupils on roll and rates of pupils' authorised and unauthorised absence. ▪ National Curriculum assessment results for appropriate Key Stages, with national summary figures.

Instrument of Government	<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. ▪ If the school has a religious character, a description of the ethos. ▪ The date the instrument takes effect.
Minutes ^① of meeting of the Governing body and its committees	<p>Agreed minutes of the Board of Governors and its sub committees from March 2004 onwards.</p> <p>(^① Some information might be confidential or otherwise exempt from publication by law- we cannot therefore publish this.)</p>

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.
RSE 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.
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.

Equality Policy	Statement of policy for promoting equality as per Section 75 of the 1998 NI Act.
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Positive Behaviour Policy Anti -Bullying Policy	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
Education and Training Inspectorate (ETI) published reports referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
Post- ETI inspection action plan	A plan setting out the actions required following the last ETI inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character.
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.
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 to the head teacher or governing body relating to the curriculum.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request.

***** Information available on our website***

Our website is at www.cedarips.co.uk

Appendix 2







