

LEARNING TOGETHER TO BE OUR BEST

**DOVER PARK
PRIMARY SCHOOL**



Freedom of Information Policy

Date Agreed: September 2022

Review Date: September 2024

Signed: _____

Chairman Board of Governors

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	December 2016	AW	FGB	New Policy
2	September 2019	AW	FGB	Revision and update
3	September 2022	AW	FGB	Review

All the governors and staff of Dover Park Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

**Dover Park Primary School Publication Scheme
on information available under
The Freedom of Information Act 2000**

The Governing Body is responsible for maintenance of this scheme.

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.
- 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 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.

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.

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

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.doverpark.co.uk

School telephone: 01983 562617

School email: office@doverparkpri.iow.sch.uk

School address: Dover Park Primary School, Dover Street, Ryde, Isle of Wight, PO33 2BN

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME 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 the school to ask if we have it.

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 the internet, 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 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.

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	hard copy and/or website
Who’s who in the school	hard copy and/or website
Who’s who on the governing body / board of governors and the basis of their appointment	hard copy and/or website
Instrument of Government / Articles of Association	hard copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Head Teacher. Ms A Wilcox. Contact through School Office. Governing Board. All Board members can be contacted via the school office or the Clerk to the governors: Ms. Hancock at clerk@doverparkpri.iow.sch.uk
School prospectus	hard copy and/or website
Staffing structure	hard copy
School session times and term dates	hard copy and/or website
Address of school and contact details, including email address.	hard copy and/or website
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	hard copy hard copy
Annual budget plan and financial statements	-
Capital funding	-
Financial audit reports	-
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	-

Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	-
Pay policy	Hard copy and/or website
Staffing, pay and grading structure.	Hard copy (view only)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy and/or website
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	hard copy and/or website
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Hard copy and/or website Hard copy and/or website Hard copy
Performance management policy and procedures adopted by the governing body.	Hard copy and/or website
Performance data or a direct link to it	Hard copy and/or website
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy
Safeguarding and child protection	Hard copy and/or website
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy and/or website
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy and/or website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy and/or website
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute. These will include policies and procedures for handling information requests.	Hard copy and/or website
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	Hard copy and/or website

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy and/or website
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Hard copy and/or website
Out of school clubs	Hard copy and/or website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
School publications, leaflets, books and newsletters	Hard copy and/or website
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Hard copy and/or website

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, please see our Complaints Policy.

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.

Their address is:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF