

Ashgrove Primary School

Publications Scheme

including

Policy on Data Protection & Freedom of Information

Version 2:1
21 July 2011

Publications Scheme

including Policy on Data Protection & Freedom of Information

Rationale

This publications scheme outlines the information available from Ashgrove Primary School under the Data protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Time for Compliance with Request) Regulation 2009. The board of governors is responsible for the maintenance of the scheme.

The principles of data protection are that personal data must be:

1. processed fairly and lawfully;
2. processed for specified purposes;
3. adequate, relevant and not excessive;
4. accurate and kept up-to-date;
5. disposed of securely when no longer needed;
6. processed in line with the rights of the individual (rights of access, right to have inaccurate information corrected, right to prevent processing likely to damage and/or distress);
7. kept secure; and not transferred outside the European Economic Area unless adequately protected.

One of the aims of the Freedom of Information Act is that public authorities, including schools, should be clear and proactive about the information that they make public. To this end Ashgrove is required to produce a publication scheme, setting out:

- the classes of relevant information;
- the manner in which information is or will be published; and
- whether the information is available free of charge or through payment.

The scheme covers information that has been in use since 1 January 2005. There are a number of ways to access the information listed.

The school does not publish all the information that it holds. Documents such as governors' minutes and children's personal details remain confidential.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. Ashgrove Primary School is required to, and does, maintain annual registration with the Office of the Information Commissioner.

Definitions

Document: any graphic or item of text, whether electronic, printed, or handwritten, in any location (filing cabinet, website, computer hard disk, computer backup media, desk drawer, staff home addresses, or any other offsite location) produced as a consequence of the school's activities.

Publish: the distribution of a document among a wide community of individuals, usually to the general public.

Disposal: the permanent deletion of all copies of electronic records, and the permanent and secure destruction of all copies of paper-based documents by confidential waste management or shredding.

Transitory documents: ad-hoc material that is not retained beyond its working life

Aims

The school aims to:

- present the pupils with a broad and balanced curriculum in accordance with the Education Reform (N.I.) Order 1989;
- develop each pupil's self-confidence, initiative and interdependence, and to help each child realise his/her potential;
- foster a positive attitude towards the school and the local community through parental involvement in school activities and by pupil participation on community activity;
- foster in the pupils inquiring, imaginative and logical minds; and
- help pupils acquire social skills, attitudes and knowledge relevant to their future lives in a fast changing world.

Subject Access Requests

Data subjects, including pupils and parents, have a right of access to information held about them. Requests for information should be submitted in writing with an address for verification and a clear statement of what the person wishes to access. Educational records will be provided inside 15 school days with other personal data being available within 40 calendar days. Where it is in the best interests of the child, the school may choose only to disclose data to a parent or guardian. Personal information includes:

- information held on computer;
- information held in structured files;
- information in educational records; and
- unstructured information, such as correspondence.

Photographs can also be included in these categories. They are dealt with under the school's Policy on Photography.

Depending on the nature of the data requested it may be necessary to blank-out information relating specifically to other people.

Categories of Information Published

In addition to information relating to individuals, the school maintains many general documents and information. The publication scheme classifies all school documents into

categories of information known as classes. The classes of information that are available to the public are organised into four broad topic areas:

- **School Prospectus** – information published in the school prospectus;
- **Governors’ Annual Report and Other Information Relating to the Governing Body** – information published in the governors’ annual report and in other governing body documents;
- **Pupils and the 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.

Access to School Publications & Related Charges

The parents and guardians of Ashgrove Primary pupils are provided annually with paper copies of policies relating to pastoral care.

The information covered by this publication is available on our website and/or for consultation through appointment with the principal. If you require access to any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below. Provision will be made within sixty days of a request.

Information published on our website is free, although you may incur costs from your Internet service provider. Copies of information covered by this publication are provided free up to twenty pages. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge we will let you know the cost before fulfilling your request.

contact address: **Ashgrove Primary School**
 Ashgrove Road, Newtownabbey, Northern Ireland, BT36 6LJ

Telephone: **028 9084 8734**

Website: **www.ashgroveprimary.com**
e-mail: **info@ashgroveps.newtownabbey.ni.sch.uk**

fax: **028 90844483**

Classes Of Information Currently Published

Public sector organisations often classify publications under the following headings:

1. Who we are and what we do;
2. What we spend and how we spend it;
3. What our priorities are and how we are doing it;
4. How we make decisions;
5. Our policies and procedures; and

6. Lists and registers and the services we offer.

Although set out differently the publications of Ashgrove Primary School cover the same content.

School Prospectus

The statutory contents of the school prospectus are as follows:

- 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;
- arrangements for visits to the school by prospective parents;
- a statement of the school's ethos and values;
- details of 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 and rates of pupils' authorised and unauthorised absences;
- documents provided by educational bodies such as DENI, NEELB and CCEA for distribution through school; and
- Northern Ireland Curriculum assessment results for appropriate Key Stages, with Northern Ireland summary figures.

Governors' Annual Report and Other Information Relating to the Governing Body

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):

- 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); a 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;
- the number of pupils on roll and the rates of pupils' authorised and unauthorised absence;
- Northern Ireland Curriculum assessment results for appropriate Key Stages, with Northern Ireland summary figures;
- a statement of the extent to which proposals in the post-inspection action plan have been carried into effect;
- details of schools involvement in Schools' Community Relations Programme.

Pupils and the Curriculum

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

- a statement of the school's aims;
- Teaching & Learning Guidelines;
- Homework Policy;
- Marking Scheme;
- English Policy;
- Mathematics Policy;
- Art & Design Policy;
- SCRP Policy (Schools Community Relations Programme);
- Cultural Heritage Policy;
- ICT Policy (Information & Communication Technology);
- Structured Play Policy;
- Policy for Fieldwork and Educational Visits;
- Special Education Needs Policy;
- Policy on Assessment;
- Pastoral Care Policy
- Child Protection Policy;
- "What Should I Do?" - a child's guide to pastoral care;
- Policy for Safe Handling and the Use of Reasonable Force with Children;
- Intimate Care Policy;
- Anti-Bullying Policy;
- Policy for the Administration of Medicines in School;
- Policy Relating to Medical Assistance in Cases of Accident or Illness
- First Aid Policy;
- Policy in Relation to Infectious Diseases;
- Policy for Drugs Education;
- Pupil Attendance;
- Treatment of Head Lice;
- Uniform and Jewellery Policy;
- Mobile Phones Policy;
- Lost Property Policy;
- Discipline and Good Behaviour Policy;
- Education and Training Inspectorate (ETI) published reports referring expressly to the school.

School Policies and Other Information Related to the School

This section gives access to information about policies that relate to the school in general:

- the published report of the last ETI inspection of the school;
- a post-inspection action plan;
- Charging and Remissions Policy;
- summary of school session times and term dates;
- Health and Safety Policy including Fire Safety Policy;
- a risk assessment;
- Equality Statement
- 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;
- Guidelines for Classroom Assistants;
- Guidelines for Supervisory Assistants;
- Work Experience Policy & Guidelines
- Policy on Parental Access to Teachers;
- General Complaints Procedure;
- Policy for Dealing with Complaints Against Teachers;
- Managing Attendance At Work;
- Staff Disciplinary Procedure;
- Staff Grievance Procedure

The Storage of Documents

Documents will be stored in a way that is:

- Secure - cannot be deleted or amended without authority;
- Reliable - can be accessed at any time; and
- Robust - a failure of the system can be recovered using a backup system.

In accordance with NEELB guidance, documents relating to children will be retained until those children have reached the age of twenty-one. Consequently the school will archive older versions of documents as they are superseded.

Although the school governors are ultimately responsible for policies and other documents, the principal, the management team and teachers carry out the writing and review. A document can be linked to its author and/or reviewer by job description.

Master copies of documents are stored on hard disk and the school website.

Feedback and Complaints

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:

Contact address **Information Commissioner,
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

Telephone: **01625 545 700**

E Mail: **publications@ic-foi.demon.co.uk.**

Website : **www.informationcommissioner.gov.uk**

Review

This policy will be reviewed annually.