

Freedom of Information Policy and Publication Scheme

1. Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

As a result, we at Marnel Infant School 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, some is available electronically on our website for you to download and print.

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's Office (ICO).

2. The Aims of the Policy

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.

3. Publication Scheme - Categories of Information Published

The publication scheme guides you to information which we currently published (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in Appendix 1.

The classes of information that we undertake to make available are organised into the following area:

- **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, the request must be made in writing by email, fax or letter giving clear details of the information requested.

Written notice of any fee will be provided to the enquirer before any information is supplied. Contact details are set out below:

Address: Shetland Road, Basingstoke, Hants RG24 9PT

Telephone: 01256 329521

E-mail: adminoffice@marnel-inf.hants.sch.uk

Web: www.marnel-inf.hants.sch.uk

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 is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

5. Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions.

Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding.

When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

6. Paying for Information

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

Single copies of information covered by this publication are provided free unless stated otherwise. If the Publication Scheme request or FOI 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. Payment may be requested prior to provision of the information.

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 regarding information you have received or been refused then initially this should be addressed to the Head teacher, Marnel Infant School, Basingstoke, Hants, RG24 9PT

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:

The Case Reception
Unit Customer Service
Team
Information Commissioner's Office
Wycliffe House
Water
Lane
Wilmslow
Cheshire
SK9 5AF
Enquiry/Information Line: 01625 545

Website: <https://ico.org.uk/>

8. Policy Approval

Spring 2026
Renewal Date Spring 2026

Signature of Head teacher:

Signature of Chair of Governors

Date:

Date:

APPENDIX 1**Publication Scheme for Marnel Infant School****School details**

| Class | Description | Website | On Application |
|-----------------------|---|----------------|-----------------------|
| School Details | The name, address and telephone number of the school and the type of school | Yes | |
| | The names of the head teacher and chair of governors | Yes | |
| | Information on the school policy on admissions | Yes | |
| | A statement of the school's ethos and values | Yes | |
| | Information about the school's policy on providing for pupils with special educational needs | Yes | |
| | Number of pupils on roll and rates of pupils' authorised and unauthorised absences | Yes | |
| | National Curriculum assessment results for appropriate Key Stages, with national summary figures | Yes | |
| | The arrangements for visits to the school by prospective parents | | Yes |
| | The number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places | | Yes |

Information Relating to the Governing Body

| Class | Description | Website | On Application |
|---|---|---------|----------------|
| Governing Body | The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school | Yes | |
| Instrument of Government | The name of the school | | Yes |
| | The category of the school | | Yes |
| | The name of the governing body | | Yes |
| | The manner in which the governing body is constituted | | Yes |
| | The term of office of each category of governor if less than 4 years | | Yes |
| | The name of anybody entitled to appoint any category of governor | | Yes |
| | Details of any trust | | Yes |
| | The date the instrument takes effect | | Yes |
| Minutes* of meeting of the governing body and its committees | Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards. | | Yes |

Pupils & Curriculum Policies

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

| Class | Description | Website | On Application |
|--|---|----------------|-----------------------|
| 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 | Yes | |
| Relationship and Sex Education Policy | Statement of policy with regard to sex and relationship education | Yes | |
| Special Education Needs Policy | Information about the school's policy on providing for pupils with special educational needs | Yes | |
| 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 | Yes | |
| Race Equality Policy | Statement of policy for promoting equality | Yes | |
| Child Protection Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school | Yes | |
| Behaviour Policy | Statement of general principles on behaviour and discipline | Yes | |

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 | Website | On Application |
|---|---|---------|----------------|
| OFSTED | Published report of the last inspection of the school and the summary of the report | Yes | |
| 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, trips | Yes | |
| School session times and term dates | Details of school session and dates of school terms and holidays | Yes | |
| 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 | Yes | |
| Complaints procedure | Statement of procedures for dealing with complaints | Yes | |
| 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 | | Yes |
| 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 | | Yes |
| 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 | | Yes |

Requests for any other information held by the school may incur a charge.