

St Paul's C.E. Primary School
Data Protection and Freedom of Information Act 2000

Data Protection Act

Schools hold information on pupils and in doing so must follow the requirements of the 1998 Data Protection Act. This means that data held about pupils must only be used for specific purposes that are allowed by the Act. The rules regarding personal data also apply to employees, whether they are teaching or non-teaching staff. Schools are 'data controllers' under the Act in that they process 'personal data' in which people can be identified individually. When data is obtained from data subjects the data controller must ensure, so far as is practicable, that the data subjects have, or are provided with, or have readily available to them, the following information, referred to as the 'fair processing information':

- Details of the data that they hold on them
- The purposes for which they hold the data
- Any third parties to whom the information may be passed.

The DPA updated the rules and regulations on the protection of the individual and extended the principles to apply to all personal data that is processed. The DPA covers the collection, storing, editing, retrieving, disclosure, archiving and destruction of data and there are eight principles that must be adhered to as well as a number of conditions that apply. This Act has been extended to apply to paper files as well as electronic data, so the principles now apply to records and notes that are kept, for example, in teachers' mark books.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The Act works in two ways. Firstly, it states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

The second area covered by the Act provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records. The Data Protection Act doesn't guarantee personal privacy at all costs, but aims to strike a balance between the rights of individuals and the sometimes competing interests of those with legitimate reasons for using personal information.

Each school that processes data must notify the Information Commissioner annually of that fact. If under the previous Act a school's governing body have registered in addition to the headteacher then, under the new Act, there need be only a single registration, and the double entry will need to be corrected.

Freedom of Information Act

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 (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; 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 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.

2. Aims and Objectives

The school aims to:

- Give everyone the chance to achieve to the best of their ability.
- Create an atmosphere where we all support, care, and respect each other.
- Develop a safe, welcoming and exciting place in which to play and learn.

- Work with parents and the community.
- Provide an atmosphere where we recognise unfairness and discrimination and find ways to overcome it.
- Foster an awareness of the spiritual dimension of life.

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

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’.

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

Online Information - The School Information Regulations 2012 outline the key information that schools must publish online from 1 September 2012

Governors’ Documents – information published in the 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.

4. 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, fax or letter. Contact details are set out below.

Email: head@st-pauls-pri.manchester.sch.uk

Tel: **0161 234 4170**

Fax: **0161 448 2746**

Contact Address: St Paul’s Rd Withington Manchester M20 4PG

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, you can still contact the school to ask if we have it.

5. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

Online Information – The School Information Regulations 2012 outline the key information that schools must publish online from 1 September 2012

Class	Description
Online information	<p>Key information to be published online from 1 September 2012</p> <p>The School Information (England) (Amendment) Regulations 2012 outline the key information that schools must publish online from 1 September 2012.</p> <p>Schools are no longer required to publish a prospectus.</p> <p>To provide parents with the information they need, maintained schools are required to publish online information on:</p> <ul style="list-style-type: none"> • Pupil premium <ul style="list-style-type: none"> ○ The amount of the school's allocation from the pupil premium grant in respect of the current academic year ○ Details of how it intends to spend the allocation ○ Details of how the previous academic year's allocation was spent ○ The effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated • Curriculum <ul style="list-style-type: none"> ○ In relation to each academic year, the content of the curriculum the school follows for each subject, and details about how to obtain additional information about the curriculum ○ In relation to Key Stage 1: <ul style="list-style-type: none"> ▪ The names of any phonics or reading schemes in operation • Admission arrangements (community and voluntary controlled schools) <ul style="list-style-type: none"> ○ The determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place; or ○ Information as to where and by what means parents may access that information in the local authority's composite prospectus published on their website • The school's policy in relation to behaviour, charging, and special educational needs (SEN) and disability provision • Links to Ofsted reports and to the Department for Education's (DfE's) achievement and attainment performance data • The school's ethos and values • <u>The School Information (England) (Amendment) Regulations 2012, legislation.gov.uk</u>

Class	Description
Governors documents	
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 any body 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
Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils.

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
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.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. (<i>from March 2004</i>)
Behaviour/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
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Published reports of Ofsted 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
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
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
documents	A list of statutory policies and other documents that are held by the school and are available on request

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 Headteacher, St Paul's CofE Primary School St Paul's Rd Withington Manchester M20 4PG.

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

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

Website : www.informationcommissioner.gov.uk

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