Monks Risborough
Church of England Primary School
'A school family where everyone thrives in every way.'

Freedom of Information Policy and Publication Scheme

2025-26

Please note Freedom of Information requests are **NOT** part of the GDPR. More information on FOI requests can be found on the main ICO website.

This policy was reviewed by our Data Protection Officer (TurnitOn) August 2025

This policy was reviewed by the school: Autumn 2025

The policy is to be reviewed: Autumn 2026

Signed ……. Chair of Governors

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 Monks Risborough CE Primary 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.

The Information Commissioner's Office (ICO) has prepared and approved a model publication scheme which may be adopted without modification by any public authority without further approval and will be valid until further notice. Monks Risborough CE Primary School has adopted this model publication and further information is set out within this document.

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.

Publication Scheme - 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'. 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:

- School Prospectus – information published in the school prospectus.
- 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.

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: Monks Risborough CE Primary School
Address: Aylesbury Road
Address: Monks Risborough
Address: Buckinghamshire
Postcode: HP27 9LZ
Telephone: 01844 345590
E-mail: office@monks.org.uk
Web: mrisborough@bucks.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).

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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

• Photocopying

• Postage and packaging

• The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

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:

The Head teacher
Address: Monks Risborough CE Primary School
Address: Aylesbury Road
Address: Monks Risborough
Address: Buckinghamshire
Postcode: HP27 9LZ
Telephone: 01844 345590
E-mail: slt@monks.org.uk
Web: mrisborough@bucks.sch.uk

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 545 700
www.ico.org.uk

This policy will be reviewed annually in line with information released from the ICO

Publication Scheme for Monks Risborough CE Primary School

School Prospectus –

This section gives information on the statutory contents of the school prospectus.

Class	Description	Website	On Application
School prospectus	The name, address and telephone number of the school and the type of school	Yes	Yes
	The names of the head teacher and chair of governors	Yes	Yes
	Information on the school policy on admissions	Y	Yes
	A statement of the school's ethos and values	Yes	Yes
	Details of any affiliations with a 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	Yes	Yes
	Information about the school's policy on providing for pupils with special educational needs	Yes	Yes
	Number of pupils on roll and rates of pupils' authorised and unauthorised absences	Yes	Yes
	National Curriculum assessment results for appropriate Key Stages, with national summary figures	Yes	Yes
	The arrangements for visits to the school by prospective parents	Yes	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	Yes

Information Relating to the Governing Body

This section gives access to information about policies 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	Yes
Instrument of Government	The name of the school	Yes	Yes
	The category of the school	Yes	Yes
	The name of the governing body	Yes	Yes
	The manner in which the governing body is constituted	Yes	Yes
	The term of office of each category of governor if less than 4 years	Yes	Yes
	The name of anybody entitled to appoint any category of governor	Yes	Yes
	Details of any trust	Yes	Yes
	If the school has a religious character, a description of the ethos	N/A	
	The date the instrument takes effect	Yes	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.	No School reception	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
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	Yes	Yes
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	Yes
Relationship and Sex Education Policy	Statement of policy with regard to sex and relationship education	Yes	Yes
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs	Yes	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	Yes
Race Equality Policy	Statement of policy for promoting equality as per Section 75 of the 1998 NI Act	Yes	Yes
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004)	Yes	Yes
Pupil Discipline	Statement of general principles on behaviour and discipline	Yes	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
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.	Yes	Yes
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	Yes	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, music tuition, trips	Yes	Yes
School session times and term dates	Details of school session and dates of school terms and holidays	Yes	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	Yes
Complaints procedure	Statement of procedures for dealing with complaints	Yes	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	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	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	Yes

For more information regarding Freedom of Information requests please see - https://ico.org.uk/for-organisations/guide-to-freedom-of-information