**Knelston Primary School**

**Freedom of Information Policy**

At Knelston Primary School we recognise and celebrate the uniqueness of each child through a programme of learning that promotes challenge and personalised education at all levels. Through this, we encourage creative and critical thinking alongside stimulating and meaningful experiences. We aim to raise aspiration, attainment and achievement through a growth mindset to learning.

The United Nations Convention on the Rights of the Child (UNCRC) is at the heart of our school’s ethos and practice. As a right’s respecting school we teach about children’s rights and model rights and respect in our relationships and practice. We continually aim to provide an inclusive, enabling environment which gives all children a voice and empowers them to achieve.

Our curriculum celebrates the diversity within our school and equips our children with the skills and attributes required to fulfil the four core purposes of the Curriculum for Wales.

Our school strives to create a nurturing environment with strong, open and positive partnerships between adults, children and the wider community, that ensures the well-being of all.

Our full title and address for sending requests for any documents is:

**Knelston Primary School, Reynoldston, Swansea SA3 1AR**

The person responsible for maintenance of this scheme is:

# Mr Philip Jenkins – Head teacher in liaison with The Chairperson of Governors

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.

1. **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'. These are contained in section 5 of this scheme.

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

* **School Prospectus - information published in the school prospectus.**
* **Governors' Documents - information published in the Governors' Annual Report and in other governing body documents.**
* **Pupils & Curriculum - information about policies and schemes of work that relate to pupils and the school curriculum.**
* **School Policies - information about policies that relate to the school in general**
* **GDPR Documentation**
* **Policies relating to all aspects of Health and Safety**
* **Policies relating to all aspects of S.E.N. provision**
* **Attendance information** – information about individual pupil attendance, class attendance and whole school attendance
* **Confidential individual pupil records** – only provided on request to parents of the individual and to professionals working with the child (permission requested from the parent before releasing information) in line with GDPR regulations.
* **Whole school data on pupil performance**
* **Whole school data in School Profile relating to all aspects of school performance**
* **School Self Evaluation documentation**
* **Disability Equality Scheme and Accessibility Strategic Plan**

1. **How to request information**

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: **Knelston.primary@swansea-edunet.gov.uk**

Text/phone: **01792 390071**

Fax: **01792 390071**

Contact Address: **Knelston Primary School, Reynoldston, Swansea, SA3 1AR**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST**" (in **bold CAPITALS**).

1. **Paying for information**

Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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.

Last review date: February 2019

Signed Headteacher Signed Chair of Governors

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