

## **Banister Primary School Freedom of Information Guidance**

### Banister Primary School's Publication Scheme

Information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

#### (Section 1) Introduction; what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, including 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.

#### (Section 2) Aims and Objectives

The school aims to:

- Enable every child to reach their full 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.

#### (Section 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 three broad topic areas:

School website: - information published on the school website ( <http://banisterschool.co.uk> )

Governors' documents – information published in the minutes of governors' meetings and in other governing body documents.

Pupils and curriculum – information about policies that relate to pupils and the school curriculum.

#### (section 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, e-mail or letter.

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please).

Contact details are:

E-mail: [info@banisterschool.co.uk](mailto:info@banisterschool.co.uk) Telephone: 023 8039 3313

Banister Primary School, Archers Road, Southampton, SO15 2LS

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.

#### (Section 5) Paying for information

Single copies of information covered by this publication are provided free unless otherwise stated. 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 publication or DVD we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign.

#### (Section 6) Feedback and complaints

We welcome any comments or suggestion 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 School Business Manager, Banister Primary School.

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 a formal complaint is appropriate 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.

Contact: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Enquiry/Information Line: 01625 545 700

E-mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissiioner.gov.uk](http://www.informationcommissiioner.gov.uk)

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