



**Bridgelea Primary School
Bridgelea Road
Withington
Manchester
M20 3FB**

FREEDOM OF INFORMATION POLICY

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| Implemented | April 2022 |
| Presented by | School Business Manager |
| Ratified by Governors | 5 May 2022 |
| Review Date | April 2023 |

Bridgelea Primary School Vision & Mission Statement

Vision "Understanding People"

Mission Statement

"We work with people to build aspirations, connect, challenge, change and grow. We are an outstanding school and a proud founding member of the City of Manchester Learning Partnership."

- We value **SUCCESS**. Children achieve academic as well as social and emotional growth.
- We value **SAFETY**. We care for each other and keep each other safe.
- We value **CO-OPERATION**. As a school we will endeavour to co-operate with the community to inspire and empower every individual.
- We value **COMMUNICATION**. We believe that all behaviour is communication.
- We value **DEVELOPMENT**. Learning is understood developmentally.
- We value **WELLBEING**. We have a holistic approach to wellbeing across the school.
- We value **DIVERSITY**. We celebrate each other as unique individuals with rights that we respect.

UN Rights of the Child: Bridgelea 10 Articles

Through the School Council the children decided they would like to focus on the following 10 Articles, whilst understanding no right is more important than another:

- Article 12** You have the right to give your opinion, and for adults to listen and take it seriously.
- Article 13** You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.
- Article 15** You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.
- Article 24** You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.
- Article 27** You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.
- Article 28** You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.
- Article 29** Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.
- Article 30** You have the right to practice your own culture, language and religion - or any you choose. Minority and indigenous groups need special protection of this right.
- Article 31** You have the right to play and rest.
- Article 39** You have the right to help if you've been hurt, neglected or badly treated.

The Six Principles Of Nurture

The nurturing approach offers a range of opportunities for children and young people to engage with missing early nurturing experiences, giving them the social and emotional skills to do well at school and with peers, develop their resilience and their capacity to deal more confidently with the trials and tribulations of life, for life.

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

INTRODUCTION

Bridgelea Primary School recognises the need to hold information in accordance with the Freedom of Information Act 2000 (“the Act”) and make it available to the public in accordance with provisions of the Act, subject to any legal exemptions.

Any reference in Act to “public authorities” applies to schools.

1. PUBLICATION SCHEME

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public.

Bridgelea Primary School has adopted the model publication scheme approved by the Information Commissioner.

Bridgelea Primary School’s publication scheme sets out the seven classes of information identified in the model publication scheme:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information will be provided on the School’s website wherever possible. However, some information may only be available in hard copy. If it is not possible to access the information via the website, the School will make appropriate arrangements for the information to be made available upon request to Head Teacher at Bridgelea Primary School.

The purpose of the publication scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the requestor. Any charges made by the school will be kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made to cover the School’s costs such as: photocopying, postage and packaging and/or any costs directly incurred by the School as result of providing the information. If a charge is to be made, confirmation of the charge will be given before the information is provided and payment may be required prior to provision of the information.

2. MAKING A REQUEST UNDER THE FREEDOM OF INFORMATION ACT

Any requests for Information held by the school that is not published under the School’s publication scheme should be made in writing to the school via letter or email.

The request will then be acknowledged in writing and if necessary, clarification will be sought on what is being asked for.

The School will usually respond to the request within 20 working days in one of the following ways:

- By providing the information requested;
- Confirming that it does not hold the information requested;
- Confirming that the information requested is already publicly available and where it can be obtained from;
or
- Explaining whether any/all of the information is exempt from disclosure.

3. REFUSING A REQUEST

The School will try to make as much information available as possible. However, sometimes there may be a valid reason for withholding information. Examples of when we may withhold information include:

- School intends to publish the information in the future;
- The law states the information must not be released.
- Disclosure would:
 - Breach confidentiality;
 - Breach the Data Protection Legislation;
 - Breach the public interest.

Reasons will be provided if School decides to withhold information.

4. CHARGES

Most information requested will be provided free of charge, although School may charge a fee for the photocopying/printing/postage of larger documents and where it is not available in the Publications Scheme.

School will not charge for time spent dealing with a request but there is no obligation to provide information if it would involve more than 18 hours work. In such cases, school will make contact with the requestor and discuss options.

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

5. PURPOSE OF INFORMATION PROVIDED

Any information provided by School following a request made in line with the Act may only be used for personal purposes.

6. COMPLAINTS

Any complaint about how School has handled a request under the Act should be referred to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Telephone 01625 545700, Website www.ico.gov.uk