



Cedar Integrated Primary School and Nursery Unit

Freedom of Information Policy and Publication Scheme



General Information

The Freedom of Information Act 2000 (FOIA) is intended to promote a culture of openness and accountability by providing people with rights of access to information held by public authorities. It aims to help provide a better understanding of how public authorities work, why they make the decisions they do and how they spend public money.

The Act covers all information created or owned by the public authority. The **Information Commissioner's Office** give definitions of the types of information schools would be expected to give. Access to the information must be given in the format which the requester asks for. A fee can be charged which the requester must be made aware of.

The Freedom of Information Act came into force in two stages:

1. Each public authority (schools are deemed to be public authorities in their own right) must adopt and maintain a publication scheme, setting out details of information it will routinely make available, how the information can be obtained and whether there is any charge for it.
2. 1 January 2005 any individual can make a specific request for information and must be informed whether the organisation holds that information and subject to any exemptions, must be supplied as requested. Public authorities will normally have a maximum of 20 working days to respond to the request; however, there are circumstances when this time limit can be extended.

Cedar Integrated Primary School and Nursery Unit has adopted the Information Commissioners Office model publication scheme. 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 (FOIA) is that public authorities, including all grant maintained integrated schools, should be clear and proactive about the information they will make public.

To do this we 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. A more limited amount of information is also published on the Cedar website.

Some information which we hold may not be made public, for example personal information. The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

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,

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

The School recognises that it is in the public interest for its effectiveness to be monitored in a number of different respects and, accordingly, that the public should have access to certain information either via the School's website or upon written request.

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'. These are contained in section 6 of this scheme.

Who we are and what we do.

Organisational information, structures, locations and contacts

Instrument of Government

- The name and category of the school.
- The name and constitution of Cedar's Board of Governors.

School Prospectus and curriculum

- The contents of the school prospectus as required by DE.
- An outline of the school curriculum.

Annual Report

- The contents of the Governors' Annual Report to Parents.

Board of Governors

- The name 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.

School session times and term dates

- Details of school session times and dates of school terms and holidays.

Location and contact information

- The address, telephone number, email address and website for the school together with the names of key personnel.

What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contacts and financial audit. (At least the current and previous two financial years).

Annual budget plan and financial statements

- Details of the school's budget distributed by the Education Authority.
- Details of items of expenditure over £5000 including costs, supplier and transaction information annually.

Capital funding

- Information on plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contacts.

Financial audit reports**Procurement and contracts**

- Details of the procedures used for the acquisition of goods and services.
- Details of contracts that have gone through a formal tendering process.

Salary Policy

- The statement of the school's policy and procedures regarding teachers' and non-teaching staff pay.

Staff allowances and expenses

- Details of the allowances or expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document,

"senior staff" on the Senior Management or Leadership Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum.

Staff pay and grading structures

- The names and position of all staff of the school and how they may be contacted via the school. This may be provided as part of the organisation structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.

Governors' allowances

- Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

What our priorities are and how we are doing.

Strategies and plans, performance indicators, audits, inspectors and reviews.

- Performance data supplied to the Northern Ireland Executive
- Summary of the latest Education and Training Inspectorate report and the full report
- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupils' health, safety and support; post-Education and Training Inspectorate report action plan; and links with parents and the community.

Performance review and staff development information

- Performance management and policy and procedures adopted by the Board of Governors.

The school's future plans

- Any major proposals for the future of the school involving, for example, consultation on a change in school status.

Safeguarding and child protection

- The policies and procedures that are in place to ensure that the school exercise its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Northern Ireland Executive.

How we make decisions.

Decision-making processes and records of decisions for at least the current and previous three years.

Admissions policy/decisions

- The school's admission arrangements and procedures, together with information about the right of appeal.

Minutes of meetings of the Board of Governors and its committees

- Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

Our policies and procedures.

Current written protocols, policies and procedures for delivering our services and responsibilities.

School policies and other documents

- This will include policies, procedures and documents the school must have in place, as required by statute or by the Department of Education for Northern Ireland. It will also include policies and procedures for handling information requests.

Records management and personal data policies

- This will include information security policies, record retention, destruction and archive policies, and data protection (including data sharing) policies.

Equality and diversity

- This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunity. This will include an equality scheme/statement in accordance with the Northern Ireland Act 1998.

Policies and procedures for the recruitment of staff

- If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

Charging regimes and policies

- Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.
- If the school charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulation or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.

Current maintained lists and registers.

Curriculum circulars and statutory instruments

- Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Board of Governors concerning the curriculum.

Disclosure logs

- If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

Asset register

- Current capital asset register.

Any information the school is currently legally required to hold in publicly available registers.

The services we offer.

Information about the services the school provides including leaflets, guidance and newsletters. Examples of services that could be included are:

- **Extra-curricular activities**
- **Out of school clubs**
- **School publications**
- **Services for which the school is entitled to recover a fee, together with those fees**
- **Leaflets, books and newspapers**

4. Requests for Information

All requests should be made in writing to the school using the following contact details:

Email: hcrichon679@c2kni.net

Address: Mrs H Crichton, Cedar Integrated Primary School, 29 Kilmore Road, Crossgar, Co Down, BT30 9HJ.

In order to help us - please annotate any correspondence with **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please).

You should receive a response with 20 working days (excluding school holidays), Cedar will follow the "Request for Handling Flow Chart" devised by ICO. (Appendix 2)

For schools the statutory timeframe for compliance with an FOI request is whichever is the shorter of the following:

- 20 working days following the date of receipt, excluding any day which is not a school day (this effectively equates to a period of 20 school days); or
- 60 working days following the date of receipt.

A 'school day' is defined as any day on which there is a session and the pupils are in attendance and 'working days' exclude school holidays or training days where the pupils are not present.

For more information on how to make requests under the Freedom of Information Act you may like to visit:

www.gov.uk/make-a-freedom-of-information-request
or
http://ico.org.uk/for_the_public/official_information

5. Exemptions

Certain information is subject to either absolute or qualified exemptions. Unless it is in the public interest to withhold information, it has to be released. We will apply the public interest test before any qualified exemptions are applied. When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. We will maintain a register of requests where we have refused to supply information and the reasons for the refusal; the register will be retained for five years.

6. Charging

The school will respond to most requests free of charge but when making a charge will apply fees calculated according to FoI regulations and the person requesting the information will be notified of the charge before information is supplied. Where there is a charge this will be indicated by a £ sign in the description box. We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

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 Principal at the address above.

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's Office

3rd Floor

14 Cromac Place

Belfast

BT7 2JB

Tel: 028 9027 8757 or 0303 123 1114

Email: ni@ico.org.uk

This Freedom of Information Policy and Publication Scheme was previously ratified by the BoG in March 2020 And April 2021

Appendix 1

School Prospectus - this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<ul style="list-style-type: none"> ▪ The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): ▪ The name, address and telephone number of the school, and the type of school. ▪ The names of the Principal and Chair of governors. ▪ Information on the school policy on admissions. ▪ A statement of the school's ethos and values. ▪ Details of any affiliations with a particular 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. ▪ Information about the school's policy on providing for pupils with special educational needs. ▪ Number of pupils on roll. ▪ National Curriculum assessment results for appropriate Key Stages, with national summary figures. ▪ The arrangements for visits to the school by prospective parents.

Governors' Annual Report and other information relating to the governing body- this section sets out information published in the *Governors' Annual Report* and in other governing body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> ▪ Details of the governing body and their category of membership, clearly identifying the chair, vice-chair and secretary. ▪ A statement on progress in implementing the action plan drawn up following an inspection. ▪ A financial statement, including gifts made to the school and amounts paid to governors for expenses. ▪ A description of the school's arrangements for security of pupils, staff and the premises. ▪ Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year. ▪ Arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils (Article 8 of the 96 order refers). ▪ Description of the steps taken to implement special needs policies, in accordance with article 9 of the order. ▪ A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school ▪ A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning. ▪ Number of pupils on roll and rates of pupils' authorised and unauthorised absence. ▪ National Curriculum assessment results for appropriate Key Stages, with national summary figures.

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 anybody 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.
Minutes ^① of meeting of the Governing body and its committees	<p>Agreed minutes of the Board of Governors and its sub committees from March 2004 onwards.</p> <p>(^① Some information might be confidential or otherwise exempt from publication by law- we cannot therefore publish this.)</p>

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

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.
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.
RSE Policy	Statement of policy with regard to sex and relationship education.
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.

Equality Policy	Statement of policy for promoting equality as per Section 75 of the 1998 NI Act.
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. (From March 2004)
Positive Behaviour Policy 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

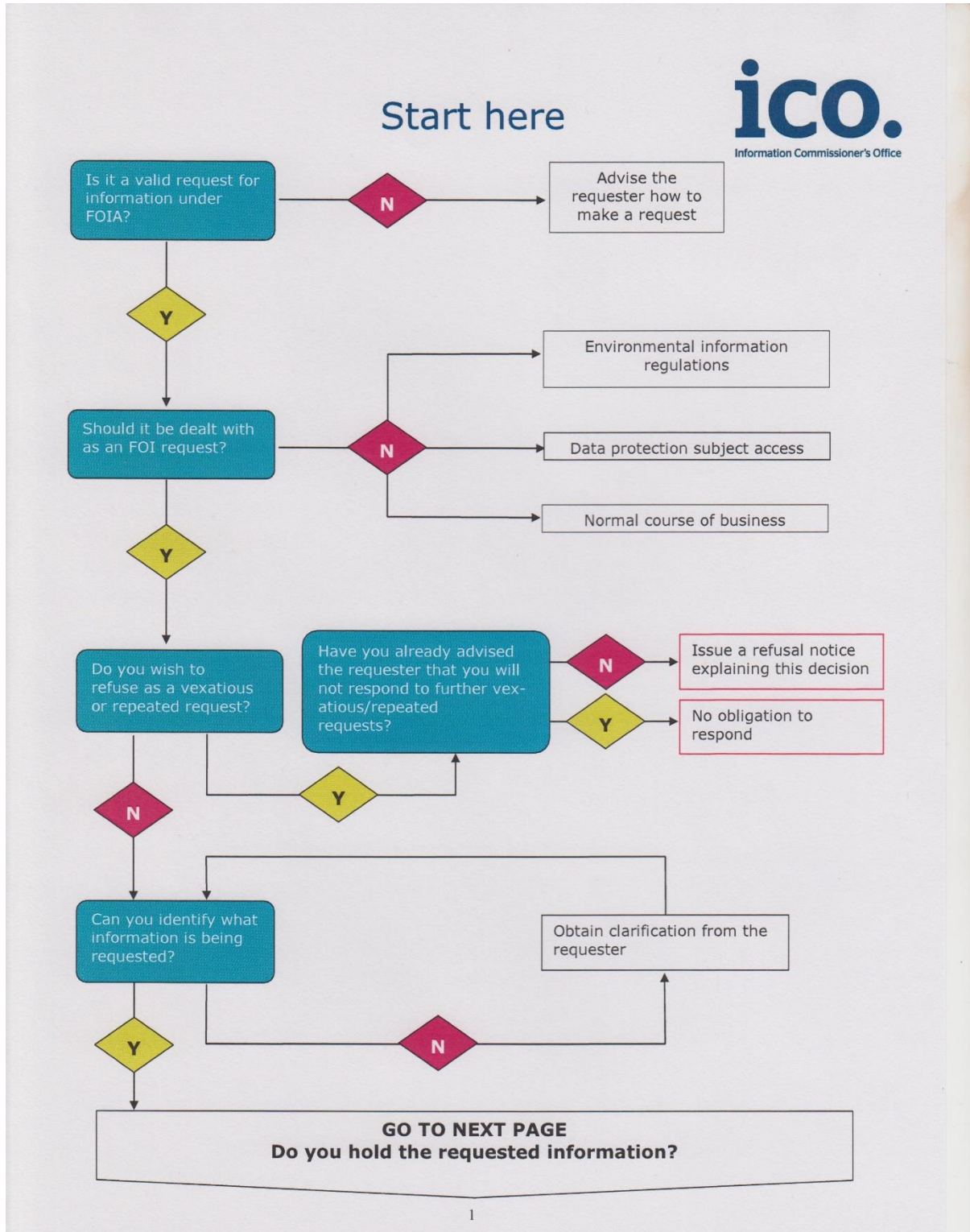
This section gives access to information about policies that relate to the school in general.

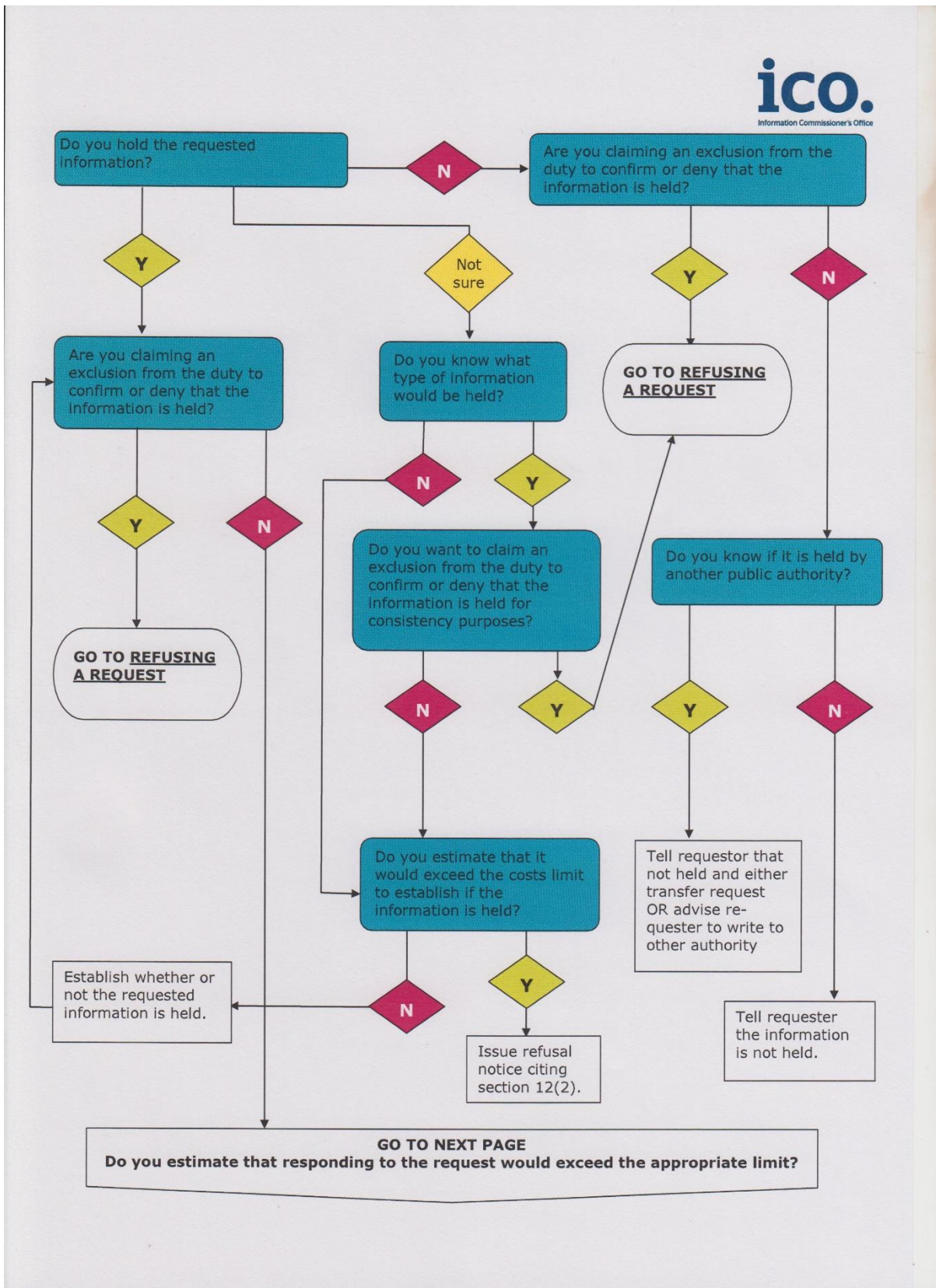
Class	Description
Education and Training Inspectorate (ETI) published Reports (referring expressly to the school)	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
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.
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.

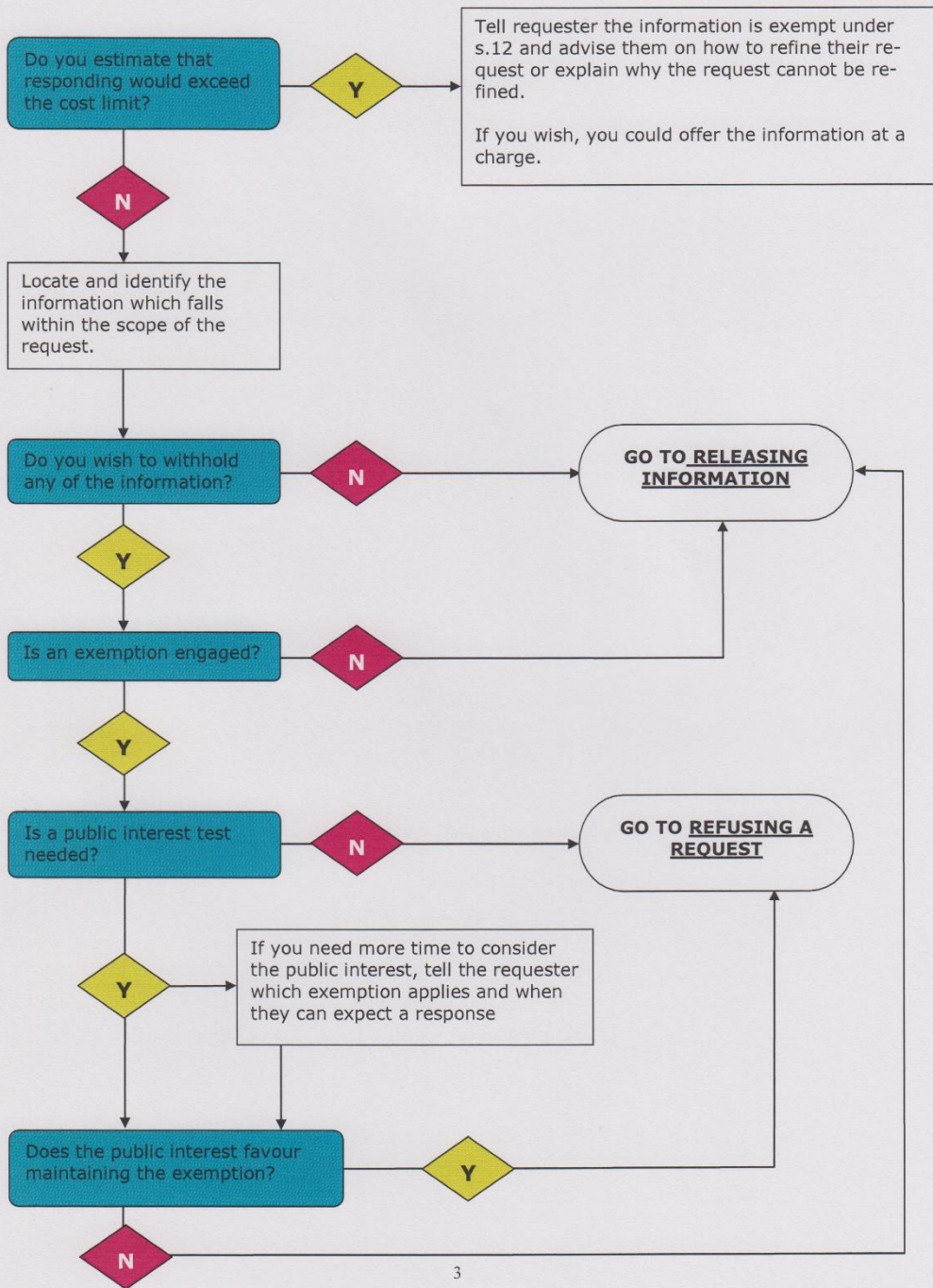
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
Complaints Procedure	Statement of procedures for dealing with complaints.
Performance Management 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.
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.
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.
Annex A - Other Documents	Annex A provides a list of other documents that are held by the school and are available on request.

**** Information available on our website**

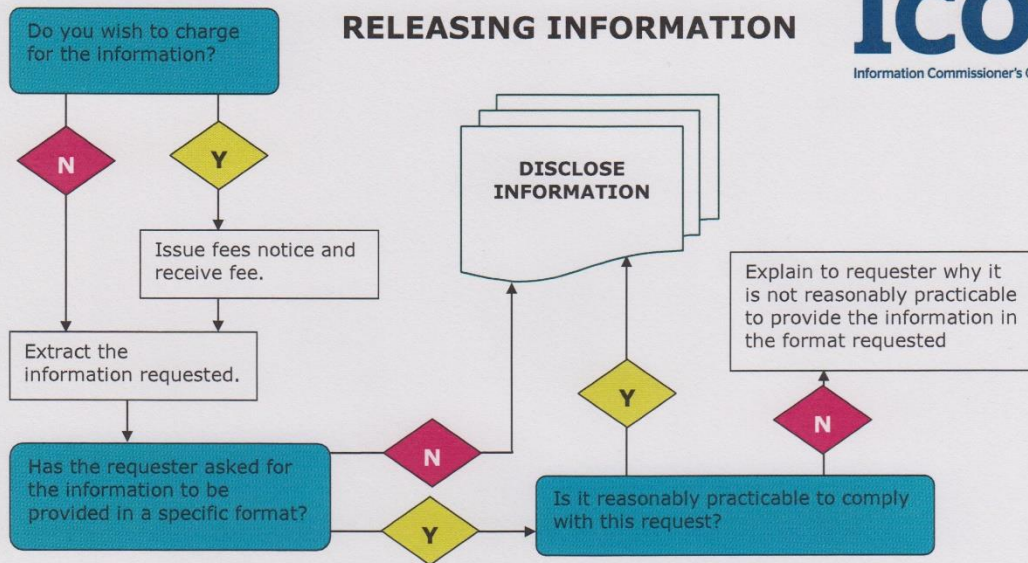
Our website is at www.cedarips.co.uk







RELEASING INFORMATION



REFUSING A REQUEST

