



FREEDOM OF INFORMATION POLICY

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 the document) is that public authorities, including all maintained schools, should be clear and proactive about the information that they will make public.

To do this we must produce a scheme setting out:

- The classes of information we publish or intend to publish;
- The way the information is published;
- 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 or can be emailed out to you. 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.

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.

3. Categories of information published.

The publication scheme guides you to information which we currently publish (or has recently been published).

Some information might be confidential or otherwise exempt from publications by law and we cannot publish this.

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

- School prospectus – information published in the school prospectus.
- Governor's documents – information published in governing body documents.

- Pupils and 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.

4. How to request information

If you require a paper version of any of the documents contained within the scheme, please contact the school by email, letter or telephone.

Contact details are:

Email a5203@taw.org.uk

Tel 01952 386470

Address Moorfield Primary School
Wellington Road
Newport
TF10 7QU