



## Freedom of Information Policy

### 1. Introduction

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 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 either available for you on our website to download and print off or 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.

The nursery schools' Publication Scheme can be found at: <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

### 2. Aims and Objectives

The school aims to:

To empower and support children to live well, reach their full potential and fulfil their dreams.

“All Different, All Special, All Equal Together”

### 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 five broad topic areas:

- School Prospectus information
- Governors' Documents – information published in governing body documents.
- Children & Curriculum – information about policies that relate to children and the nursery curriculum



- School Policies and other information related to the Leadership and Management of the school

#### **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, email, or letter.

Midland Road Nursery School:

Email: [office@midlandroad.co.uk](mailto:office@midlandroad.co.uk) Tel: 01274 546492 Contact Address: Bateman St, Manningham, Bradford BD8 7DJ

Abbey Green Nursery School:

Email: [office@abbeygreen.org](mailto:office@abbeygreen.org) Tel: 01274 722070 Contact Address: Green Lane, Manningham, Bradford, BD8 8HT

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

#### **5. Paying for Information**

Single copies of information covered by this publication are provided free. 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.

#### **6. Roles and Responsibilities**

The Business Manager is responsible for coordinating and responding to requests for information under the Freedom of Information Act, maintaining the publication scheme, and ensuring compliance with the Act and related regulations.

#### **7. Timeframes**

The federation will respond to all valid requests for information under the Freedom of Information Act within 20 working days, in accordance with statutory requirements.

#### **8. Exemptions**

In some cases, the federation may be required to withhold certain information in accordance with the exemptions provided under the Freedom of Information Act. The decision to apply exemptions will be made on a case-by-case basis, considering the public interest test where applicable.



## **9. Complaints and Appeals**

If you are dissatisfied with the handling of your Freedom of Information request or the outcome, you have the right to appeal. Initially, you should submit your appeal in writing to the nursery school, outlining the reasons for your dissatisfaction.

If you are still dissatisfied after the internal appeal process, you have the right to contact the Information Commissioner's Office (ICO) for an independent review. The ICO can be contacted at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**

## **10. Policy Review**

This Freedom of Information Policy will be reviewed and updated annually to ensure it remains compliant with changes in legislation or best practices.

## **11. Training and Awareness**

The federation will provide regular training and awareness programs for all staff to ensure they understand their responsibilities under the Freedom of Information Act and this policy. This will include guidance on identifying and handling requests, applying exemptions, and maintaining the publication scheme.

## **12. Records Management**

The federation will maintain robust records management systems and processes to ensure that information is accurately captured, organised, and retained in accordance with legal requirements and best practices. This will support the efficient and timely response to Freedom of Information requests.

## **13. Third-Party Information**

When responding to Freedom of Information requests, the federation will consider the potential impact on third parties whose information may be disclosed. Appropriate consultation and notification processes will be followed before releasing any third-party information.



#### **14. Proactive Disclosure**

The federation will regularly review and update the publication scheme to identify opportunities for proactively publishing information of public interest, in line with the principles of the Freedom of Information Act and best practices in transparency and open data.

#### **15. Performance Monitoring**

The federation will maintain records and regularly monitor their performance in responding to Freedom of Information requests, including compliance with statutory timeframes, the application of exemptions, and the overall effectiveness of the process. This information will be used to identify areas for improvement and ensure ongoing compliance with the Freedom of Information Act and this policy.

#### **16. Summary**

This Freedom of Information Policy outlines the federation commitment to complying with the Freedom of Information Act 2000 and promoting transparency through the proactive publication of information. It defines the roles and responsibilities for handling requests, the timeframes for responding, the categories of information available through the publication scheme, and the processes for applying exemptions and handling appeals.

The policy emphasises the importance of effective records management, staff training and awareness, and regular performance monitoring to ensure compliance and continuous improvement. It also addresses considerations around third-party information and encourages the proactive disclosure of information whenever possible.

By adhering to this policy, the federation aims to foster a culture of openness, accountability, and public trust, while also protecting sensitive information when necessary. The federation is dedicated to upholding the principles of the Freedom of Information Act and will review this policy annually to ensure it remains up-to-date and aligned with best practices.