



## Freedom of Information

### Information available under the Freedom of Information Act 2000

#### 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 this 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.

#### 2. 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. The classes of information that we undertake to make available are organised into four broad topic areas:

**School Prospectus/Website** – information published in the school prospectus and on the website.

**Governors' Documents** – information published in the governing body documents.

**Pupils & 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.

### 3. Classes of Information Currently Published

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

- The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus)
- the name, address and telephone number of the school, and the type of school
  - the names of the head teacher and governors
  - information on the school policy on admissions
  - a statement of the school's ethos and values
  - 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

**Information relating to the governing body– this section sets out information published in the Governor's Report and in other governing body documents.**

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 governor.

If the school has a religious character, a description of the ethos

The date the instrument takes effect

Agreed minutes of meetings of the governing body and its committees

(1) Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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

Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parents' responsibilities, 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, schemes of work and syllabuses currently used by the school
Sex Education 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 Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improvement of the physical environment and improving delivery of information to disabled pupils
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Whole School Behaviour	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.**

Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of findings where appropriate inspection reports of religious education in those schools are designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection 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 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
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 memos sent by the Department of Education and Skills to the head teacher or governor relating to the curriculum
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and available on request

### **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 Headteacher or Chairman of Governors.

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF*  
or

Enquiry/Information Line: 01625 545 700

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

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

Freedom of Information Publication Scheme