



Freedom of Information Policy

Publication Scheme on information available under the Freedom of Information Act 2000

Author:	Leadership Team	Date written:	March 2017
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		Next Review Date:	November 2020

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

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 a later section of this scheme.

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

- School website – information published on the school website
- Governors' Documents – information published in 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

Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in a section below. 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.

School Website

- The statutory contents of the school website 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 name of the head teacher and chair of Governors
- Information on the school policy on admissions
- A statement of the school's ethos and values
- Details of the collective worship policy
- Details of the governing body membership

Minutes of meeting of the governing body and its committees

- Agreed minutes of meetings of the governing body and its committees (Current and last academic year.)

Governors Strategic Planning Documents

- School Development Plan

Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

- Home-school agreement: a 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
- Teaching and Learning Policy: a statement on how the school organises teaching and learning in order to deliver the curriculum
- Sex Education Policy: a statement of policy with regard to sex and relationship education
- Child Protection Policy: a statement of policy for safeguarding and promoting welfare of pupils at the school.
- Behaviour Policy: a statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

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
- Charging for Activities Policy: 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
- Health and Safety Policy
- Admissions Policy: in line with statutory and LA requirements
- Complaints procedure
- Performance Management of Staff
- Business Continuity Plan

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.



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, SK95AF

Or Enquiry/Information Line: 01625 545 700

E-mail: publications@ic-foi.demon.co.uk, Website: www.informationcommissioner.gov.uk



