

## FREEDOM OF INFORMATION POLICY (INCLUDING PUBLICATION SCHEME)

<b>Committee Name:</b>	Full Governing Body
<b>Date of Review:</b>	January 2017
<b>Validity Date:</b>	January 2017 - 2020
<b>Person responsible:</b>	Head Teacher

### 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 available in paper form.

Some information which we hold may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### 2. Aims and Objectives

The school aims:

- to provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils;
- to enable each child, whatever their ability, to recognise their own worth and to accept their responsibilities to society;
- to provide a broad and stimulating curriculum based on the National Curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live;

- to nurture those basic skills and concepts which are necessary for future education and development;
- to encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning;
- to enable children to strive for excellence.

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

### **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.

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

*Governors' Documents* – information published in the Governors Annual Report and in other 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.

### **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, fax or letter. Contact details are set out below.

Email: **office@stsavioursprimary.co.uk**

Tel: **0207 6416414**

Fax: **02076416415**

Contact Address: **St Saviour's CE Primary School, Shirland Road, London, W9 2JD**

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 unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published

**School Website** –This section sets out specific information published on the school website, in accordance with the Statutory Policies for Schools Guidance, DFE 2014, last updated November 2016.

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

Class	Description
<p><b>Specified information on school website</b></p>	<ol style="list-style-type: none"> <li>1. The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.</li> <li>2. Either—               <ol style="list-style-type: none"> <li>(a) the determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place; or</li> <li>(b) information as to where and by what means parents may access that information in the local authority’s composite prospectus published on their website.</li> </ol> </li> <li>3. Information as to where and by what means parents may access the most recent report about the school published by her Majesty’s Chief Inspector of Education, Children’s Services and Skills.</li> <li>4. The school’s most recent key stage 2 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the Department for Education’s website:               <ul style="list-style-type: none"> <li>• average progress scores in reading, writing and maths</li> <li>• average ‘scaled scores’ in reading and maths</li> <li>• percentage of pupils who achieved the expected standard or above in reading, writing and maths</li> <li>• percentage of pupils who achieved a high level of attainment in reading, writing and maths</li> </ul> </li> <li>5. Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education’s website.</li> <li>6. The following information about the school curriculum:               <ul style="list-style-type: none"> <li>• the content of your school curriculum in each academic year for every subject</li> <li>• the names of any phonics or reading schemes you’re using in KS1</li> <li>• a list of the courses available to pupils at key stage 4, including GCSEs</li> <li>• how parents or other members of the public can find out more about the curriculum your school is following</li> </ul> </li> <li>7. The measures determined by the head teacher under section 89 of the Education and Inspections Act 2006 (determination by head teacher of behaviour policy).</li> <li>8. The School’s Complaints Procedure which must comply with Section 29 of the Education Act 2002.</li> <li>9. The amount of the school’s allocation from the Pupil Premium grant in respect of the current academic year:               <ul style="list-style-type: none"> <li>• your school’s pupil premium grant allocation amount</li> <li>• a summary of the main barriers to educational achievement faced by eligible pupils at the school</li> <li>• how you’ll spend the pupil premium to address those barriers and the reasons for that approach</li> <li>• how you’ll measure the impact of the pupil premium</li> <li>• the date of the next review of the school’s pupil premium strategy</li> </ul> </li> </ol>

	<p>For the previous academic year:</p> <ul style="list-style-type: none"> <li>• how you spent the pupil premium allocation</li> <li>• the impact of the expenditure on eligible and other pupils</li> </ul> <p><b>10.</b> The amount of the school’s allocation from PE and Sport Premium:</p> <ul style="list-style-type: none"> <li>• how much funding you received</li> <li>• a full breakdown of how you’ve spent the funding or will spend the funding</li> <li>• the effect of the premium on pupils’ PE and sport participation and attainment</li> <li>• how you’ll make sure these improvements are sustainable</li> </ul> <p><b>11.</b> Special Educational Needs (SEN) and Disability Information must be published in a report on our school’s policy for pupils with SEN and must comply with section 69(2) of the Children and Families Act 2014 and also regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014. You must also publish the accessibility plan you’ve prepared in compliance with paragraph 3 of schedule 10 of the Equality Act 2010.</p> <p><b>12.</b> Information about Governors and their duties:</p> <ul style="list-style-type: none"> <li>• details of the structure and responsibilities of the governing body and its committees</li> <li>• information about each governor’s: <ul style="list-style-type: none"> <li>○ business interests</li> <li>○ financial interests</li> <li>○ governance roles in other schools</li> </ul> </li> </ul> <p><b>13.</b> The school’s charging and remissions policy determined by them under section 457 of EA 1996. Which includes details of:</p> <ul style="list-style-type: none"> <li>• the activities or cases where your school will charge pupils’ parents</li> <li>• the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy</li> </ul> <p><b>14.</b> A statement of the school’s ethos and values.</p>
<p><b>Instrument of Government</b></p>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<p><b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b></p>	<p>Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]</p>

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

Class	Description
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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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	We follow the new National Curriculum and some Subject Leaders have Policies in place for their own subjects. Schemes of work and syllabuses are used in various subjects across the school.
Sex and Relationships 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 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 Information and Objectives	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Online Safety Policy	Statement of policy regarding online safety, use of social media and technologies.
Early Years Foundation Stage Policy	Statement of policy regarding the teaching and learning of EYFS.
Marking and Feedback Policy	Statement of policy regarding how we give feedback and mark children’s work across the school.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted 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
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 and Skills to the head teacher or governing body relating to the curriculum
Code of Conduct	Statement which outlines how staff should approach their work.
Whistleblowing Policy	Statement which explains what this is and how one should report a case.

There is an additional list of all policies in Appendix A. These policies are held by the school and are available on request.

## 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 Office Manager at school.

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

**Enquiry/Information Line: 0303 123 1113**

**E Mail: [registration@ico.org.uk](mailto:registration@ico.org.uk)**

**Website : <https://ico.org.uk/>**

<b><u>STATUTORY POLICIES AND PUBLICATIONS</u></b> <i>DFE guidance (April 2013)</i>	<b>Location in folder 1</b>	<b>Location in folder 2</b>
Accessibility Plan and Arrangements	1	
Admissions Arrangements	1	
Admissions of Medicines	1	
Anti-Bullying Policy	1	
Attendance register, targets and policy	1	
Behaviour Policy	2	
Best Value Statement	2	
Central record of recruitment and vetting checks (SCR)		
Charging and remissions policy	3	
Child Protection Policy and Procedures	3	
Complaints procedure	3	
Data Protection Policy	4	
Debt Recovery Policy	4	
Disability Policy	4	
Drugs and Substance Misuse Policy	4	
Early Years Foundation Stage Policy	5	
Equality Information and Objectives (race, gender, disability)	5	
E-safety Policy	5	
Freedom of information publication scheme	6	
Finance Policy	6	
Governors allowances and expenses		
Governors Visits to School Policy	7	
Handling Unreasonably persistent, harassing or abusive complainants Policy	8	
Health and Safety policy (including risk assessments)	8	
Home/school agreement	8	
Instrument of government		
Lettings Policy		10
Marking and Feedback Policy		11
Minutes of, & papers considered at GB mtgs & committee mtgs		
Premises Management Documents		
RE and SMSC Policy		12
Redundancy Policy		12
Resources Committee Terms of Reference		12
Register of business interests on HT and Govs		12
Safer Recruitment Policy		13
Sex and Relationship Education Policy		13
Sickness Policy		13
Special Education Needs policy		13
Special Educational Needs and Disabilities Offer		13
Staff discipline, conduct and grievance (procedures for addressing)- see LDBS Policy		13

<b><u>STATUTORY POLICIES AND PUBLICATIONS</u></b> <i>DFE guidance (April 2013)</i>	<b>Location in folder 1</b>	<b>Location in folder 2</b>
Statement of Internal Control		13
Statement of procedures for dealing with allegations of abuse against staff*		13
Staff Code of Conduct		13
Teacher Appraisal and Capability Policy		14
Teachers' Pay Policy		14
Whole School Code of Conduct		15
Whistle blowing Policy		15