



## Capel Primary School

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‘Learning today, for tomorrow’

## Freedom of Information Policy

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Policy Control	
Responsible Governor Team:	Resources
Approved by Governors:	October 16
Date due for review:	October 17

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## **This is Capel Primary School's Publication Scheme On information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

### **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.

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

### **2. Aims and Objectives**

The school aims to:

- To provide a secure, stimulating and challenging learning environment
- To develop the full academic and social and emotional potential of all individuals
- To create and maintain in pupils lively, confident and enquiring minds
- To encourage pupils to approach tasks with enthusiasm and confidence
- To achieve the highest possible standards through rewarding effort and achievement
- To equip children with the attitudes and skills necessary for their futures
- To motivate and encourage children to be respectful of others' beliefs and practices
- To create a caring school where relationships are based on mutual respect and politeness
- To develop effective and purposeful relationships between Home and School

### **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 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***

Information published in the school prospectus

#### ***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.

### **4. 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 publication or videos we will let you know the cost before fulfilling your request.

## 5. Classes of Information Currently Published

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

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"><li>• The name, address and telephone number of the school, and the type of school</li><li>• The names of the head teacher and chair of governors</li><li>• Information on the school policy on admissions</li><li>• A statement of the school's ethos and values</li><li>• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li><li>• Information about the school's policy on providing for pupils with special educational needs</li><li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• The arrangements for visits to the school by prospective parents</li><li>• School attainment</li></ul>

## Information relating to the governing body

Class	Description
<b>Information relating to the governing body</b>	<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 anybody 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>
<b>Minutes of meetings of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees (current and last full academic school year).</p> <p>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

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

<b>Class</b>	<b>Description</b>
<b>Home school agreement</b>	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils.
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Educational Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Accessibility Plans</b>	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.
<b>Race Equality Policy</b>	Statement of policy for promoting race equality
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Child Protection Policy</b>	Statement for policy for safeguarding and promoting welfare of pupils at the school.
<b>Pupil Discipline</b>	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.

<b>Class</b>	<b>Description</b>
<b>Published reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of the religious education in those schools designated as having a religious character.
<b>Post-Ofsted inspection action plan</b>	A plan setting out the actions required following the last Ofsted Inspection
<b>Charging and Remissions Policies</b>	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
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy and risk assessment</b>	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
<b>Complaints Procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff</b>	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
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Curriculum circulars and statutory instruments</b>	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 curriculum

## **7. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you 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.