



# FREEDOM OF INFORMATION POLICY (PUBLICATION SCHEME)

*'Educational Inclusion' is about equal opportunities for all pupils. It pays particular attention to the provision for and achievement of, different groups of pupils'*

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## 1. Introduction

This is our Publication Scheme for Henry Chichele Primary School regarding information that has to be made available under the Freedom of Information Act 2000 (FOIA). It describes what a publication scheme is and what it covers. The governing bodies are ultimately responsible for maintenance of the scheme although it is routinely maintained by the Head Teacher.

The FOIA requires that public authorities, including all maintained schools, should be clear and proactive about the information they make public. In order to do this, a publication scheme has to be produced 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.

These are some of the facts about the scheme:

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 on our website or available in paper form. Some information which we hold may not be made public, e.g. Personal information and disciplinary matters.

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

## 2. Categories of Published information

The publication scheme provides guidance on what type of information we should already have published, 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 published in the school prospectuses.

**Governors' documents** - information published in the Governors' School Profile and in other governing bodies' documents.

**Pupils & Curriculum** - information about policies that relates to pupils and the schools' curriculums.

**School Policies** - information about policies that relate to the schools in general.

**School information** - general notices of intended school activities and procedures issued from time to time.

## 3. Information Currently Published

The information currently published is:

### **School Prospectus**

The statutory contents of the school prospectus. Other items may be included at the schools' discretion:

The name, address and telephone number of the school and the type. The name of the Head Teacher and Chair of Governors.

Information on the schools' policy on admissions. A statement of the schools' ethos and values.

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.

Information about the schools' policy on providing for pupils with special educational needs.

Number of pupils on roll and rates of pupils' authorised and unauthorised absences.

National Curriculum assessment results for appropriate Key Stages, with national summary figures.

The arrangements for visits to the schools by prospective parents.

#### **Instrument of Government:**

- The name of the school
- The category of the school
- The name of the governing bodies
- The manner in which the governing bodies are constituted
- The term of office of each category of governor if less than 4 years. The name of any body entitled to appoint any category of governor.
- Details of any trust.
- A description of the religious ethos at the schools
- The date the instrument takes effect

#### **Governing Bodies' Minutes:**

Agreed minutes of meetings (current and last full academic school year) of governing bodies and their committees. Some of the matters discussed are sensitive, confidential or exempt from publication for other legal reasons and are excluded from the minutes.

### **Pupils & Curriculum Policies**

These are policies that relate to pupils and the school curriculum:

#### **Home – school agreement**

Statement of a school's aims and values, responsibilities, parental responsibilities and expectations of its pupils, e.g. homework arrangements.

#### **Curriculum Policy**

Statement on the schools' policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used.

#### **Sex Education Policy**

Statement of policy with regard to sex and relationship education.

#### **Special Education Needs and Disability Policy**

Information about the policy on providing for pupils with special educational needs.

#### **Accessibility Plans**

Plan for increasing participation of disabled pupils in the schools' curriculums, improving the accessibility 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 schools.

Behaviour Policy Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

### **School Policies**

These policies relate to the schools in general. Other information and reports related to the schools is included:

#### **Ofsted reports**

Published report of the last inspection of a school and the summary of the report and inspection reports of religious education.

### **Charging and Remissions Policies**

A statement of the policy with respect to charges and remissions for any optional extra for which charges are permitted, e.g. school publications, music tuition, trips.

### **School session times and term dates**

Details of schools' 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 the arrangements for carrying out the policy.

### **Complaints procedure**

Statement of procedures for dealing with complaints.

### **Performance Management of Staff**

Statement of procedures adopted by a governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.

### **Staff Conduct, Discipline and Grievance**

Statement of procedures for regulating conduct and discipline of school staff and procedures by which staff may seek to redress for grievance.

### **Curriculum circulars and statutory instruments**

Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Headteacher or governing body relating to the curriculum.

### **Other documents**

Any other suitable documents that become available for publication may be added at the appendix of the document and are available on request.

### **School Information**

Routine notices informing parents of timing, events and requests from the staff.

## **4. Requesting Information**

Some of the information is published on our website.

[www.henrychichele.northants.sch.uk](http://www.henrychichele.northants.sch.uk)

If you require a paper version of any documents within the scheme, contact the school by telephone, email, or letter. Contact details are set out below.

Telephone number: 01933 352850

E mail: [office@henrychichele.northants.sch.uk](mailto:office@henrychichele.northants.sch.uk)

Address: Henry Chichele Primary School, School Lane, Higham Ferrers, Northants  
NN10 8NQ

To help us process your request quickly, clearly mark any correspondence

**"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

## **5. Paying for Information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are usually provided free. But, if your request means that we have to do a lot of photocopying or printing, pay a large postage charge or it is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

## **6. 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 Head Teacher.

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 deals with formal complaints. The Commissioner can be contacted at:

***Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

**Tel: 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)**

## **APPENDIX**

Other documents.