

Wycliffe Church of England Primary School

Freedom of Information Policy

(Publication Scheme on Information Available Under the Freedom of Information Act 2000)

Approved by the governing body:

To be reviewed on:

Version: 1

**1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (as amended) (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
* 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. Aims and Objectives**

A copy of the full aims of the school is available in the school prospectus and on the school website. In summary the school aims to enable every child to fulfil their learning potential and help every child develop the skills, knowledge and personal qualities needed for life and work with education that meets the needs of each child. The publication scheme aims to identify the range of information relating to the overall school aims and the running of the school and how this can be accessed.

**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:

* 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. 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 or you can visit our website at:- [www.wycliffeprimary.org](http://www.wycliffeprimary.org)

Contact Address: Wycliffe C of E Primary School

 Saltaire Road

 Shipley

 West Yorkshire

 BD18 3HZ

Telephone: 01274 584779

Fax: 01274 586887

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 is not available via the scheme **[and is not 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 do not have Internet access, you can access our website by using a computer at a local library or an Internet café. 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 Prospectus, website and other information relating to the governing body –** this section sets out information published in the School Prospectus and in other governing body documents.

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| **Class** | **Description** |
| **Website** | From 1st September 2012, all schools are required to provide the following information on their school website:* Contact details
* Admission arrangements (or where they may be found)
* Link to Ofsted report
* Most recent KS2 results
* Link to school performance tables ([www.education.gov.uk](http://www.education.gov.uk))
* School curriculum information for each year group
* Behaviour Policy
* Pupil Premium allocation, use and impact on attainment
* SEND Policy
* Charges and Remission Policy
* School’s Ethos and Values

A paper copy of this information can be provided on request, free of charge. |
| **Governing Body Documents:****Minutes\* of the meetings of the Governing Body and its Committees** | * 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 category of 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 (current and last full academic school year). |

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

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

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| **Class** | **Description** |
| 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. |
| Curriculum Policy | Statement outlining the school’s approach to the planning and delivery of the curriculum including Schemes of Work currently used by school. |
| Sex Education Policy | Statement of policy with regard to sex and relationship education – within PSHCE policy. |
| Inclusion Policy | Information about the school’s policy on providing pupils with SEND and additional 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 the delivery of information to disabled pupils. |
| Equality, Diversity and Community Cohesion Policy | Statement of policy for promoting equality (including race, gender, disability, sexual orientation) |
| 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 the welfare of pupils at the school. |
| Behaviour and Anti-bullying | Statement of general principles on behaviour and discipline and of measures taken by the school 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.

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| **Class** | **Description** |
| Published reports of Ofsted referring expressly to the school | Published report of the last inspection of the school and the summary of the report. |
| Post-Ofsted inspection action plan – where a plan was required | A plan setting out the actions required following the last Ofsted inspection. |
| Charging and Remissions Policies | A statement of the school’s policy with respect to charges and remissions for any optional extras or board and lodging for which charges are permitted, eg. school publications, music tuition, trips. |
| School session times and term dates | Details of school times 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 headteacher 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 for Children, Families and Schools to the headteacher or governing body relating to the curriculum. |

**Summary of Policies in School:**

* Homework
* Staff Code of Conduct
* EYFS
* Maths
* Late Collection of Children
* Anti-Fraud and Corruption
* Induction Policy
* Volunteer Policy
* Anti-bullying Policy
* Whistleblowing Policy
* Freedom of Information
* First Aid
* Accessibility Plan
* SEND Policy
* Charging and Remissions Policy
* Sex and Relationships Education Policy
* Behaviour Policy
* Health and Safety Policy
* Curriculum Policy
* English Policy
* Governors allowances
* Instrument of government
* Premises Management Documents
* Supporting Pupils with Medical Conditions
* Home School Agreement
* Social Media Policy
* Recruitment and Selection Policy
* Appraisal Policy
* Flexible Working Policy
* Capability Policy for Staff
* Procedures for dealing with allegations of abuse against staff
* Disciplinary policy and procedure
* Equal Opportunities and Dignity at Work Policy
* Complaints and Grievance Procedure
* Work and Families’ Policy
* Pay Policy
* Medicines Policy
* Admissions Policy
* Attendance Policy
* Calculations Policy
* Child Protection/Safeguarding Policy
* Data Protection Policy
* E safety/Acceptable Use/ICT Policy
* Equality, Diversity and Community Cohesion Policy
* Homework Policy
* Pupil Premium Policy

**7. Feedback, Compliments 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 compliment or 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 (as amended) 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 545 745 or 0303 123 1113

E Mail: notification@ico.gsi.gov.uk

Website : www.ico.gov.uk

Signed: ……………………………………………... Chair of Governors