

St Nicholas CE Primary School

Freedom of Information Policy

This is St Nicholas CE Primary School's Publication Scheme on information available under the Freedom of Information Act 2000.

The governing body is responsible for the 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 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this the school must produce a publication scheme, setting out

- the classes of information which the school publishes or intends 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. Some information in the school's publication scheme is available for you on the school's website to download and print off. Other documents are contained in the school.

Some information which is held 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

The school aims to

- enable every child to fulfil his/her learning potential by providing an education that meets the needs of each child
- help every child to develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how the school is pursuing these aims.

3 Categories of information published

This publication scheme guides you to information which the school currently publishes or will publish in the future. This is split into categories of information known as **classes**. These are described in section 4 of this scheme.

The classes of information that St Nicholas CE Primary School undertakes to make available are organised into the following four broad topic areas:

- The School Prospectus. Information published in the school prospectus.
- Governors' Documents. Information published in the Instrument of Government and in other governing body documents.

- Pupils & the Curriculum. Information about policies which relate to pupils and the school curriculum.
- School Policies and other information related to the school. Information about policies which relate to the school in general.

4 Classes of Information Currently Published

4.1 The School Prospectus

This section sets out information published in the school prospectus. The statutory contents of the school prospectus are as follows, though 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 names of the head teacher and chair of governors
- Information on the school's policy on admissions
- A statement of the school's aims, 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 school's policy on providing for pupils with special educational needs and disabilities
- The number of pupils on roll and the rates of pupils' authorised and unauthorised absences
- National Curriculum Standard Assessment Test results for the appropriate Key Stages, with national summary figures
- Statement relating to Child Protection

4.2 Governors' Documents and other information relating to the governing body.

This section sets out information published in the Instrument of Government and other governing body documents.

4.2.1 The Instrument of Government contains

- 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 any body entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect

4.2.2 The Minutes of the Full Governing Body and its Committees.

These are the current and agreed minutes of the above meetings, over the current and the last full academic year.

Some information contained within the minutes may be of a confidential nature, or otherwise exempt from publication by law. The school, therefore, is unable to publish this information.

4.3 Pupil and Curriculum Policies

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

- **Home-School Agreement Policy**

A statement of the school's aims and values, the school's responsibilities, parental responsibilities and the school's expectations of its pupils eg concerning homework arrangements.

- **Subject Policies**

Policies which gives information about how the different curriculum subjects in the school are delivered.

- **Curriculum Policy**

A statement on following the policies for both the secular and religious education, curriculum subjects, the schemes of work and syllabuses currently used by the school.

- **Sex Education Policy**

A statement of policy with regard to sex and relationship education.

- **Special Educational Needs Policy**

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

- **Gifted and Talented Policy**

Information about the school's policy on providing for children with gifts and talents.

- **Inclusion Policy**

Information about how the school provides for all its children and staff regardless of disability, race, gender, religion or age.

- **Accessibility Plans**

Plans for increasing the 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.

- **Race Equality Policy**

A statement of policy for promoting race equality.

- **Collective Worship**

A statement of arrangements for the required daily act of collective worship.

- **Child Protection Policies**

Statements of policy for safeguarding and promoting the welfare of pupils at the school.

- **Behaviour Policy and Anti Bullying Policies**

Statements of principles on behaviour and discipline and of measures taken to prevent bullying.

4.4 School Policies and Other School-Related Information

This section gives access to information about policies and documents which relate to the school in general.

- **Ofsted Report**

The published report of the last inspection of the school and the summary of the report.

- **Post-Ofsted Inspection Action Plan**

A plan setting out the actions required following the last Ofsted inspection.

- **Charging and Remissions Policy**

A statement of the school's policy with respect to charges and remissions for any optional extra activity or board and lodging for which charges are permitted. eg. school publications, music tuition, trips, etc.

- **School Session Dates and Times**

Details of school sessions and dates and times of school terms and holidays.

- **Health and Safety Policy and Risk Assessment**

A statement of general policy with respect to health and safety at work and the organisation and arrangements for carrying out the policy.

- **Complaints Procedure**

A statement of procedures for making and dealing with complaints.

- **Performance Management of Staff**

A 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 these appraisal procedures.

- **Staff Conduct, Discipline and Grievance**

A statement of procedure for regulating the conduct and discipline of school staff and the procedures by which staff may seek redress for grievance.

- **Pay Policy**

A statement of the school's policy regarding teachers' pay, including procedures for determining teachers' grievances relating to their pay.

- **Staffing Structure and Implementation Plan**

The school's plan for the implementation of any changes to its staffing plan, following statutory review.

- **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.

- **Admissions Policy**

A statement of the school's policy on admissions.

5 How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by letter, telephone, fax or email, details of which are given below.

St Nicholas CE Primary School, Kilmersdon Road, Radstock, BA3 3QH.

Telephone: 01761 432101 E-mail: stnicholas_pri@bathnes.gov.uk

Alternatively, you may find the information you require on the school's website at www.stnicholasprimaryradstock.co.uk

If the information you are looking for does not appear to be available via the scheme and is not on the website, you may still like to contact the school to ask if it is available.

6 Paying for information

Information published on the school's 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 using a local library or an Internet café.

Single paper copies of information, covered by this publication, will be provided free of charge. However, if your request means that the school has to do a lot of photocopying or printing, or pay a large postage fee, or is for a priced item such as a printed publication or video, there will be a charge and we will inform you of the cost before fulfilling your request.

7 Feedback and Complaints

St Nicholas CE Primary School welcomes any comments or suggestions you may have about the scheme. If you wish 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 the school has 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 which deals with formal complaints. Contact details are:

The Information Commissioner,

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

Telephone Enquiries/Information Line: 01625 545 700

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

8. Complementary Policies

This Freedom of Information Policy complements and will be used in conjunction with the school's Data Protection Policy and the Confidentiality Policy.

This policy will be reviewed biannually by the Governors

Agreed by the Full Governing Body: 29 April 2015

Signed by the Chair of Governors:

Review Date: April 2017

O: Audit/ Freedom of Info Policy April 2015