

# Ashford CE Primary School



## Freedom of Information Policy

**Updated Policy: 26 March 2018**

Signed: \_\_\_P Wells\_\_\_\_\_

**Approved by FGB: 26 March 2018**

Chair of Governors

**To be reviewed:      Annually**

**This is Ashford CE Primary School's Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.**

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 format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available and
- whether the information is available free of charge or on payment.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school.

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.

## **2. Aims of our school**

At Ashford CE Primary School we are a caring Christian community where everyone feels valued, safe and adopts an "I can" attitude. All we do is underpinned by our Christian values which mean we celebrate individuality and achievements through mutual respect and high aspirations. We believe that each one of us has the ability to achieve our highest potential and dreams, through a journey of life-long learning.

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:

*School Information (known as School Prospectus Information)* – information published on the school website and in the school year book.

*Governors' Documents* – information published about the school profile (such as on “Get Information About Schools”) and in other governing body documents.

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.

*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.

tel: **01784 253310**

e-mail: [info@ashford-primary.surrey.sch.uk](mailto:info@ashford-primary.surrey.sch.uk)

address: Ashford CE School, School Road, Ashford, Surrey , TW15 2BW

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

**“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and it 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 provided free unless stated otherwise in section 6. If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), 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.

## 6. Classes of Information Currently Published

**School Information** – this section sets out information published.

Class	Description
School (Prospectus) Information	<ul style="list-style-type: none"><li>• The name, address, website and telephone number of the school, and the type of school</li><li>• The name of the headteacher</li><li>• Information about the school's policy on providing for pupils with special educational needs</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 pupil</li><li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• The arrangements for visits to the school by prospective parents</li><li>• Information on the school policy on admissions</li><li>• a statement of the school's aims</li><li>• National Curriculum assessment results for key stage 1 &amp; 2, with national summary figures</li><li>• Latest Ofsted report – January 2015</li><li>• New parents' pack which is given to parents when their children start at the school</li></ul>

### Governors' Documents

Instrument of Government and Constitution Details	<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></ul>
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	<ul style="list-style-type: none"> <li>• The date the instrument takes effect</li> </ul>
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees that are within the public domain

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

Class	Description
Home – school agreement and Home Learning Guidelines	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  Teaching & Learning Policy and EYFS	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationships & Sex Education Policy	Statement of policy with regard to relationship and sex education
Special Education Needs Policy  SEND Local Offer  Waves on Intervention Model	Information about the school's policy on providing for pupils with special educational needs
RE Policy	Information on the school's policy and the right of parents to withdraw children
Trips & Visits Policy	Information on the school's policy on educational visits
Acceptable Use and E-Safety Policy	Information on the school's policy on internet safety
Complaints Policy	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern. The leaflet is available for parents in the entrance to the school office

Separate Parents Policy	Information on the school's policy on maintaining communication with separated parents
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
Equalities – public Sector Equality Duty and Policy	Statement of policy for promoting equality, including race and gender equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Children Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Positive Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying
Attendance Policy	Statement of Policy regarding pupil attendance at school
Supporting Pupils with medical conditions  Intimate Care Policy	Statement of policy with regard to children who are unwell and to clarify the responsibilities for the medical or wellbeing care of pupils
Other documents	Many other policies and documents are available on request

**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 letter to the children from the lead inspector
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 assessments	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
Appraisal Policy	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
Safer Recruitment Policy	Statement of policy regarding recruitment of all school staff
Attendance Management Policy & Procedure	Procedures for recording and dealing with staff absences
Special Leave Policy	Statement of policy regarding leave of absence
Pay Policy	Statement of policy regarding staff pay
Whistleblowing (or Confidential Reporting) Policy	Statement of policy regarding reporting unacceptable practice or behaviour where the welfare of children, staff or public may be at risk
Allegations of abuse against staff	Procedures for allegations of abuse against staff
Other documents	Many other policies and documents 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 Clerk to the Governing Body.

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

or

**Enquiry/Information Line: 01625 545 700**

**E Mail:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

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