

3 YEARS



Ashton C of E Primary School

# Freedom of Information policy and Publication Scheme

Policy ratification date:

**14<sup>th</sup> September 2016**

Policy review deadline:

**14<sup>th</sup> September 2019**

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Mrs M. Whitlock

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Mr A. Rowe

**Headteacher**

**Chair of governors**

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## Summary of changes

Page	Details of change	Revision
ALL	Policy updated to new format.	September 2016
p. 10	Contact details for Information Commissioner's office updated.	September 2016

# 1. Introduction

## Background

- 1.1 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.
- 1.2 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.
- 1.3 The scheme covers information already published and information which is to be published in the future. All of the information in our publication scheme is either available to download from the school website or can be made available in paper form.
- 1.4 Some of the information held by the school cannot be made public (for example, personal information.)
- 1.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## Aim

- 1.6 The staff and governors of Ashton C of E Primary School are committed to providing high quality teaching and learning for every child. We see our school as a partnership between children, parents, carers, governors and the wider community strengthened by our close and valued links with St. Michael and All Angels Church.

The school sees this policy and publication scheme, and the freedom of information they represent, as an opportunity to share how that commitment is being pursued with people who have an interest in the school.

# 2. The laws and guidance behind this policy

- Freedom of Information Act (2000)
- Data Protection Act (1998)

# 3. Related policies

- Data Protection policy

## 4. How to request information

4.1 If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail or letter. Contact details are set out below:

- Website: [www.ashtonceprimary.co.uk](http://www.ashtonceprimary.co.uk)
- E-mail: [bursar@ashton.northants-ecl.gov.uk](mailto:bursar@ashton.northants-ecl.gov.uk)
- Tel.: 01604 863189
- Address: Roade Hill, Ashton, Northampton, NN7 2JH

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

**“PUBLICATION SCHEME REQUEST”**

4.2 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

5.1 Information published on our website is free, although you may incur costs from your Internet Service Provider. Libraries may be available for those without internet access.

5.2 Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request involves a lot of photocopying or printing, or a large postage charge, we will let you know any such cost to you before fulfilling your request.

## 6. Categories (“classes”) of information published

6.1 The publication scheme guides you to information already published, or which we will publish in the future. This is split into categories of information known as ‘classes’. These are contained below.

6.2 The classes of information that we make available are organised into four broad topic areas:

- School prospectus – information published in the school prospectus.
- Governors’ documents – information published in the Governors’ Annual Report and in other governing body documents.
- Pupils and 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 relates to the school in general.

6.3 In the tables on the following pages:

- a **£** in the description box indicates that a charge applies for providing this information;
- a **W** indicates that the information is available from the school's website ([www.ashtonceprimary.co.uk](http://www.ashtonceprimary.co.uk)).

## School prospectus

6.4 This section sets out information published in the school prospectus.

<b>Class</b>	<b>Description</b>
School prospectus	<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 headteacher 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 the school's affiliation with the Church of England, 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 or disabilities (SEND);</li> <li>▪ The 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. These are not published when the number of pupils in that year group is fewer than six, which is often the case in this school. This is to preserve pupil anonymity;</li> <li>▪ The arrangements for visits to the school by prospective parents.</li> </ul>

## Governors' documents

6.5 This section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the Governors' Annual Report are as follows: (Other items may be included in the Annual Report at the school's discretion.)</p> <ul style="list-style-type: none"> <li>▪ Details of the governing body membership, including name and address of chair and clerk;</li> <li>▪ A statement on progress in implementing the action plan drawn up following an inspection;</li> <li>▪ A financial statement, including gifts made to the school and amounts paid to governors for expenses;</li> <li>▪ A description of the school's arrangements for the security of pupils, staff and the premises;</li> <li>▪ Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year;</li> <li>▪ A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school;</li> <li>▪ A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning;</li> <li>▪ Number of pupils on roll and rates of pupils' authorised and unauthorised absence;</li> <li>▪ National Curriculum assessment results for appropriate Key Stages, with national summary figures. These are not published when the number of pupils in that year group is less than six, which is often the case in this school. This is to preserve pupil anonymity;</li> <li>▪ A statement of the extent to which proposals in the post-inspection action plan have been carried into effect.</li> </ul>

<b>Class</b>	<b>Description</b>
Instrument of Government	<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>▪ A description of the ethos (as the school has a religious character);</li> <li>▪ The date the instrument takes effect.</li> </ul>
Minutes of the governing body and committee meetings	<ul style="list-style-type: none"> <li>▪ Agreed minutes of meetings of the governing body and its committees (current and last full academic school year).</li> </ul> <p>Note: Some information might be confidential or otherwise exempt from publication by law – therefore, we cannot publish this.</p>

## Pupils and curriculum

6.6 This section refers to information about policies that relate to pupils and the curriculum.

<b>Class</b>	<b>Description</b>
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, for example homework arrangements.
Curriculum policy	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>£</b>
Sex Education policy	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. <b>W</b>

<b>Class</b>	<b>Description</b>
Accessibility Plan	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>£</b>
Equality policy	Statement of policy for promoting race equality.
Collective Worship policy	Statement of arrangements for the required daily act of collective worship, and provision for pupils whose parents/carers wish them not to take part in worship.
Child Protection & Safeguarding policy	Statement of policy for safeguarding and promoting welfare of pupils at the school, setting out how the school fulfils its responsibility in accordance with Keeping Children Safe in Education (2016). <b>W</b>
Behaviour Management policy	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying. <b>W</b>

## School policies and other information related to the school

6.7 This section refers to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Ofsted/Diocese inspection reports	Published report of the last inspection of the school and the summary of the report. Short report free of charge. <b>£ W</b>
Post-inspection action plan	A plan setting out the actions required following the last Ofsted or Diocesan inspection. <b>£</b>
Charging and Remissions policy	A statement of the school's policy with respect to charges and remissions, for example school publications, music tuition, trips etc. <b>W</b>
School times and term dates	Details of school session and dates of school terms and holidays. <b>W</b>
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. <b>£</b>

<b>Class</b>	<b>Description</b>
Complaints procedure	Statement of procedures for dealing with complaints. <b>W</b>
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 procedures for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance. <b>W</b>
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education (DfE) to the headteacher or governing body, relating to the curriculum.

## 7. Feedback on this document

- 7.1 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 Governors, Ashton C of E Primary School, Roade Hill, Ashton, Northampton, NN7 2JH.
- 7.2 If you are not satisfied with the assistance that you get, or if we have not been able to resolve your complaint, you should contact the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act and deals with formal complaints. They can be contacted at:
- Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
  - Enquiry/information Line: 01625 545 700 or 0303 123 1113
  - Website: <https://ico.org.uk/concerns/getting/>

## 8. Policy review

### Responsibility for ratification

- 8.1 The policy can be ratified by the whole governing body or the Resources Committee.

### Interval for ratification

- 8.2 No statutory interval for ratification exists. The governing body currently elects to review this policy at least every three years.