

**Brandesburton Primary School Freedom of Information Policy
(based on the Freedom of Information Act 2000)**



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 information they will make public for which the governors need to take responsibility.

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; 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. All information in our publication scheme is available in paper form and Learning Platform.

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

The school mission statement is **Together we Believe, Together we Achieve:**

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child,
- Help every child develop the skills, knowledge and personal qualities needed for life and work

and 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 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 the Governors Annual Report and in other 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.

Email: brands@eastriding.gov.uk

Tel/Fax: **01964 542472**

Contact Address: **Brandesburton Primary School, Main Street, Brandesburton, YO25 8RG.**

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 isn't available via the scheme, you can still contact the school to ask if we have it.

5. Paying for information

Single copies of information covered by this publication are provided at a small cost. We will let you know the cost before fulfilling your request.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

School Prospectus

The statutory contents of the school prospectus are as follows, (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 policy on admissions
- a statement of the school's 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
- 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 school by prospective parents

The Governing Body

The governing body is made up of eleven members as follows:

- Headteacher
- Parent governors
- Local authority governors
- Staff governor
- Community governors

Full governing body meetings take place once each term unless there are exceptional circumstances. It is attended by the clerk of governors (a local authority representative) who advises the chair and head teacher and ensures that all legal requirements are met. She draws up the draft agenda for the headteacher and chair to and takes the minutes.

The chair and vice of governors are elected from the fifteen governors for between one and four years (staff governors may not stand for either office). The name and address of the Chair will be supplied on request. There are elections to appoint governors with special responsibilities for SEN, Child Protection, EYFS, curriculum subjects. The Full Governing Body (FGB) meets every term.

There are three subcommittees which meet every term usually a little before the FGB:

- The curriculum and standards;
- People (to include personnel, pupils, parents and the community);
- Finance.

In addition it may be necessary for a committee of governors to meet in extra ordinary circumstances eg:

- To appoint a new headteacher;
- Performance management of the headteacher;
- For disciplinary, complaints or appeals purposes.

The governing body has a statutory duty to ensure that the school complies to all legal requirements. They have an understanding of:

- the financial position of the school,
- pupil numbers and rates of absences both authorised and unauthorised,

- the staffing arrangements and how teachers' and teaching assistants' professional development impacts on learning and teaching,
- standards and the National Curriculum results for the end of appropriate Key Stages ,
- the school improvement plan and priority areas that the school is addressing,
- how the post Ofsted action plan is being carried out and progress is being made,
- the security of the pupils, staff and premises,
- all policies (before they can be implemented)

Minutes for each committee and subcommittee are kept in the relevant files. The inspection copies for the FGB may be viewed on request.

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

| 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 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 |
| Sex Education Policy | Statement of policy with regard to sex and relationship education |
| Special Education Needs Policy | Information about the school's policy on providing for pupils with special educational needs |
| Disability Equality Scheme And Inclusion Development 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. |
| 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 school. (<i>from March 2004</i>) |
| Behaviour and Attendance Policy | Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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.

| 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 and where appropriate inspection reports of religious education in those schools designated as having a religious character |
| Post-Ofsted inspection action plan | A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character |
| 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 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 head teacher on the effectiveness of appraisal procedures |

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| 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 of Education and Skills to the head teacher or governing body relating to the curriculum |
| Annex A - Other documents | Annex A provides a list of other documents that are held by the school and 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 Chair of Governors.

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. Website : www.informationcommissioner.gov.u