



**Newton Leys**  
Primary School & Nursery

## Freedom of Information Policy

Reviewed Body July 2021

The governing body is responsible for maintenance of this scheme.

## **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.

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 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.**

This publication scheme is a means of showing how we are pursuing these aims.

### **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 a later section of this scheme.

The classes of information that we undertake to make available are organised into five broad topic areas:

- School Handbook – information published in the school handbook.
- 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.

### **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 or letter. Contact details are set out below (or you can visit our website at)

Email: [info@newtonleysprimaryschool.org](mailto:info@newtonleysprimaryschool.org)

Tel:

Contact Address:

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 and isn’t on our website, you can still contact the school to ask if we have it.

### **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 a section below. 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.

### **Classes of Information Currently Published**

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

#### **School Handbook**

- 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 name 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
- Details of the governing body membership

#### **School Prospectus**

- The name, address and telephone number of the school, and the type of school
- An overview of teaching, curriculum provision, community links and facilities
- A statement of the school’s ethos and values

#### **Information relating to the governing body**

This section sets out information published in the Governors’ School Profile and in other governing body documents.

- A statement on the school’s successes this year
- A statement identifying what we are trying to improve
- Information on how the school meets the needs of all their pupils
- Information about how the school works with parents and the wider community
- What pupils have told us about the school, and how the school has used this information

- National Curriculum assessment results for appropriate Key Stage 2, with national summary figure

### **Minutes of meeting of the governing body and its committees**

- Agreed minutes of meetings of the governing body and its committees (Current and last academic year)

### **Governors Strategic Planning Documents**

School Development Plan

### **Pupils & Curriculum Policies**

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

- Home-school agreement: a 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
- Teaching and Learning Policy: a statement on how the school organises teaching and learning in order to deliver the curriculum
- Sex Education Policy: a statement of policy with regard to sex and relationship education
- Special Education Needs and Inclusion Policy: information about the school's policy on providing for pupils with special educational needs
- Accessibility Plan: a 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: a statement of policy for promoting race equality
- Child Protection Policy: a statement of policy for safeguarding and promoting welfare of pupils at the school.
- Behaviour Policy: a statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

### **School Policies and other information related to the school**

This section gives access to information about policies that relate to the school in general.

- Published reports of Ofsted referring expressly to the school
  - Post-Ofsted inspection action plan
  - Charging for Activities Policy: 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
  - Health and Safety Policy
  - Admissions Policy: in line with statutory and LA requirements
  - Complaints procedure
  - Performance Management of Staff
  - Staff Code of Conduct: a statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
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- School Staffing structure
  - Freedom of Information Policy
  - Disaster Plan: other than personal details

Annex A – Other documents: a list of other documents that are held by the school and are available on request.

### **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 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 and that deals with formal complaints.

They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF

or

Enquiry/Information Line: 01625 545 700

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

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

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Annex A – Further documents held by the school

Newsletters: available through the school website

**Parent/ Teacher Association minutes: available through the school website**