

# All Saints' CE Primary School



## Freedom of Information Policy

**Approved: August 2012**

**Revised:**

**Review date:**

**Author:**



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## Publication Scheme on information available under the Freedom of Information Act 2000

*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 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;*
- *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.

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 of the School

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 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 organized into four broad topic areas:

*School Prospectus* – information published in the school prospectus.

*Governors' Documents* – information regarding 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 any of the following methods:

Telephone: 01943 607852

Fax: 01943 432074

Email: [office@allsaintsilkeley.bradford.sch.uk](mailto:office@allsaintsilkeley.bradford.sch.uk)

Letter: All Saints' C of E Primary School, Easby Drive, Ilkley, LS29 9BE.



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To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you are looking for is not 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 free unless stated otherwise in Section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

### 6. Classes of Information Currently Published

**School Prospectus** – 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 head teacher 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 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</li> <li>▪ Information about the school's policy on providing for pupils with special educational needs</li> <li>▪ Number of pupils on roll and rates of pupils' authorized and unauthorized absences</li> <li>▪ National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>▪ The arrangements for visits to the school by prospective parents</li> </ul>

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

<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 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> <li>▪ The date the instrument takes effect</li> </ul>
Minutes <sup>1</sup> of meetings of governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees. These may also be posted on the Governors section of the school's website.</p>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.



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**Pupils & Curriculum Policies** – This section gives access to information about policies that relate to pupils and the school 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
Relationships & 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
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
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 (from March 2004)
Pupil Discipline	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.

<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 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 organization 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
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
Annexe A – Other documents	Annexe A provides a list of other documents that are held by the school and are available on request



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### 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 Headteacher at the school address.

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 organization 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  
Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)



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Freedom of Information Publication Scheme  
Annexe A – Further documents held by the school

<b>NAME OF DOCUMENT</b>	<b>DESCRIPTION</b>
Aims of the School	Summary of the ethos and aims
Curriculum Statement	Values underpinning the Curriculum together with purpose, general principles and aims for the various subjects
<b>Policies</b>	
Literacy	Rationale, aims and guidelines for teaching the various aspects of the English curriculum
ICT (including Internet Access)	Rationale, aims and guidelines for teaching ICT across the curriculum, plus management of access to the internet in school
Numeracy	Rationale, aims and guidelines for teaching mathematics throughout the school
Religious Education	Rationale, aims and topic cycle
Science	Rationale, aims and objectives for the teaching and learning of Science plus topic cycle and record sheet
Creative Arts Policy	Rationale, aims and teaching and learning for Art, Dance and Drama
Design & Technology	Policy statement for the delivery of Design and Technology
French	Rationale, attainment, teaching and learning approach for French
Geography	Rationale, principals of teaching and learning, aims and strategies for teaching Geography with Topic Cycle
History	Rationale, principals of teaching and learning, aims and strategies for teaching History with Topic Cycle and list of resources
Music	Rationale, aims, programmes of study and topic cycle, with list of resources
Physical Education	Aims, guidance, health and safety policy, NC attainment targets, example record sheets, schedule of areas concerning KS1 and KS2
PSHE [Personal, Social, and Health Education Policy (including Drugs)]	Rationale, aims, objectives and appropriate teaching
Citizenship	Rationale, aims, objectives, guidelines and teaching and learning strategies with learning outcomes
Relationships and Sex	Rationale, aims, objectives and guidelines with statutory National Curriculum information
Special Educational Needs	Rationale, aims, objectives, inclusion, explanation of roles and partnerships, allocation of resources, assessment and access to the curriculum
Teaching & Learning	Rationale, aims, objectives, effective teaching and learning, role of governors and parents
Gifted & Talented	Rationale, aims and objectives, identification, aptitudes, teaching and learning style and management strategies
Administration of Medicine	Rationale, identification of essential and non-essential medication and how these will be dealt with
Admissions	Admission arrangements
Assessment	Rationale, aims, objectives, planning, recording, reporting, feedback and programme of assessment
Attendance	Rationale, procedures and instructions



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Charging	Rationale, aims, policies for school trips/visits, practical subjects, books, music tuition, swimming
Child Protection	Rationale, aims, categories, signs, prevention and procedures
Collective Worship	Aims, provision, resources and parental rights
CRB Policy and Procedures	Enhanced Disclosure, new appointments, procedures in school, agency, peripatetic and contractors staff. Guidance on selection and screening processes.
Educational Visits	Safety for educational visits and journeys – rationale, aim, types, planning procedures, organization and safety
Equal Opportunities	Rationale, aims, gender, race, special educational needs, staffing with report form
Foundation Stage	Introduction, play, aims, teaching and learning style, inclusion, curriculum, assessment, role of parents and resources
Freedom of Information	Introduction, aims and objectives, categories of information published, how to request information
Home- School Agreement	Key Stage 1 and Key Stage 2
Homework	Rationale, aims, role of school and parents/guardians
Education of Looked After Children	Introduction, roles and responsibilities of designated teacher, of all staff and of the governing body, training
Marking	Aims, Writing, Maths and General instructions
Non-Smoking	Rationale, aims, objectives, organization
Parental Complaints	Rationale, informal stage, formal stage
Pastoral Care Worker	Rationale, aims, role of Pastoral Care Worker
Road Safety	Rationale, aims, guidelines and other information
School Travel Plan	Location, travel patterns, traffic problems, safety issues, aim, strategies and implementation
Target Setting	Rationale, aims, objectives, process and data necessary to set targets across the curriculum, with termly monitoring guide sheets
Whole School Positive Behaviour	Aims, objectives, rules, positive aims, sanctions plus Whole School Anti-Bullying Policy with report form and Exclusions Policy
Whole School Policy for Self-Evaluation, Monitoring and Review	Rationale, aims, self-review cycle, roles and responsibilities
Discipline, Grievance and Capability Procedures	Disciplinary Procedures – General Principles, Levels of Action, appendices
Staff Behaviour Policy relating to Harassment & Bullying	Definition, legal responsibilities, school policy and procedures
Health & Safety	Rationale, allocation of duties and responsibilities, procedures. Health & Safety in School Grounds Policy
Pay Policy	General statement, procedures, payment and allowances for all groups of staff in school
Performance Management	Rationale, roles, responsibilities, reviews, cycles, links, Leadership Group, management, confidentiality, access to outcomes, complaints, evaluation
Race Relations	Rationale, commitment, roles, implementation, monitoring and assessing, plus complaints procedure



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Recruitment & Selection	Advertising, interviewing, appointing plus appendices
Staff Development	Rationale, aims, identification of needs, provision, recording and dissemination, funding and role of co-ordinator
Well Being and Stress Management	Aims, strategies, supportive measures, review

Agreed Aut 2012

Review Aut 2016