

## FREEDOM OF INFORMATION POLICY AND PROCEDURES

Engayne Primary School is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000:

- Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme (APPENDIX A) which is available from the school office or on our website at: [www.engayne.co.uk](http://www.engayne.co.uk)
  - We will normally confirm within 5 working\* days whether or not we hold the information you request and, if we do, we will provide it within 20 working\* days.  
**\*Please note: Working days refers to term time only as contained in Statutory Instrument 3364.**
  - Your request must be in writing (letter, email or fax) to ensure that we have a clear statement of what is requested.
  - In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.
  - If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at: The Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AFTelephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday  
Fax 01625 524510  
Email [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)
  - Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See '**Charges**' below).
  - If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment (cash or cheque). The time allowed for us to provide the information (20 working\* days) does not include the period between the issuing of the fees notice and the receipt of the payment.
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- We may be unable to provide the information you request for any for the following reasons:
  - We do not hold the information
  - We are applying an exemption to the disclosure
  - It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).
- If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.

## **CHARGES**

The general charge for photocopying, printing and faxing or emailing information as an attachment is *10p* per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, video or audio cassette;
- translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

May 2016

Headteacher Mrs S Sankey

# Freedom of Information Policy

## For Engayne Primary School Appendix A Publication Scheme

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 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.

### **Values and Aims**

#### **Aims of the School**

At Engayne Primary School the children are at the centre of our school community. We value them as individuals and aim to: -

- establish a secure, attractive and stimulating learning environment;
  - through appropriate challenge and high expectations, enable all children to achieve their potential;
  - provide a wide variety of academic, artistic, physical and cultural experiences;
  - equip children with the skills to access rapidly developing technology;
  - foster a lifelong enthusiasm and enjoyment for learning;
  - develop the citizens of tomorrow as responsible members of the community;
  - develop self confidence, self discipline, perseverance and integrity;
  - enable children to experience success and learn from mistakes;
  - develop an understanding of the world and respect for other creeds and cultures;
  - work closely with parents and the wider community to promote children's learning.
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## Classes of Information Currently Published

### School Prospectus -

This section sets out information published in the school prospectus.

#### School Prospectus

- **The contents of the School Prospectus are as follows:**
- The name, address and telephone number of the school.
- The type of school.
- The names of the Headteacher and chair of governors.
- Information about 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 and any changes to that policy in the last year.
- The total number of registered pupils.
- Rates of pupils' authorised and unauthorised absence.
- The school's National Curriculum assessment result at Key Stages 1 and 2.

## **Governors Documents**

This section sets out information published in the school profile and in other governing body documents

### **Instrument of Government**

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body is constituted
- The date the instrument takes effect

### **Minutes of meeting of the Governing Body and its committees**

Agreed minutes of meetings of the Governing Body and its committees  
*(some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this)*  
[current and last full academic school year]

<b>Pupils and Curriculum Policies -</b>	
This section gives access to information about policies that relate to pupils and the school curriculum .	
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship .
<b>Behaviour/Bullying Policy</b>	Statement of general principles on behaviour and discipline and of measures taken by the school to prevent bullying.
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school, (from April 2007) .
<b>Home - School Agreement {Code of Conduct}</b>	Statement of the school's aims and values and the school's expectations of its pupils for example standard of conduct, presentation and homework statement (this information is in the school diary).
<b>Curriculum Statement</b>	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>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education.
<b>Special Educational Needs</b>	Information about the school's policy on providing for pupils from vulnerable groups including learning difficulties and disabilities.
<b>Accessibility Plans</b>	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>Race Equality Statement</b>	Statement of policy for promoting race equality included in the Behaviour Policy.

**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>
<b>Published reports of</b>	Published report of the last inspection of the school and the summary of the report.
<b>Ofsted referring expressly to the school</b>	
<b>Post-Ofsted inspection action plan</b>	A plan setting out the actions required following the last Ofsted inspection.
<b>Charging and Remissions Policies</b>	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.
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays.
<b>Healthy and Safety Policy and risk assessment</b>	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>Complaints procedure</b>	Statement of procedures for dealing with complaints.
<b>Performance Management of Staff</b>	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
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
<b>Curriculum circulars and statutory instruments</b>	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.
<b>Annex A – Other documents</b>	Annex A provides a list of other documents that are held by the school and are available on request

# Engayne Primary School

## Freedom of Information Publication Scheme

### Further documents held by the School

<b>Name of Document</b>	<b>Description</b>
<b>Assessment, Recording &amp; Reportina Policv</b>	Statement of policies relating to assessment, recording and reporting of pupils' progress
<b>Drugs Education</b>	Statement of policy with regard to drugs education
<b>Finance</b>	Statement of regulation and policies covering the management of the school's finances.
<b>More Able and Talented Children</b>	Policies and practices regarding the differentiation of the curriculum for this group of pupils
<b>Homework</b>	Statement of policy regarding the amount and type of homework we expect for each age group and how it helps to home/school partnership for the child's learning.
<b>Attendance</b>	Statement of policy and procedures for attendance and leave of absence following government guidelines.
<b>School Improvement Plan</b>	What the key issues and priorities are for the school during the next financial year and strategy for the future, based on the school's self evaluation.
<b>Curriculum Policies</b>	Statements of the school's policy for the teaching and learning of each curriculum area by subject.

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