



*Providing the keys to success for every child*

## **Whole School Policy on:**

# **Freedom of Information Policy**

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**Kent County Council**

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Prepared by:	Mr M Cowell
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# **This is Palm Bay's 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; 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 either 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.

## **2. Aims and Objectives**

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 organised into four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *School Profile and other information relating to the Governing Body* – information published in the School Profile 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: **office@palmbay.org.uk**

Tel: **01843 290050**

Fax: **01843 224669**

Contact Address: **Palm Bay Primary School, Palm Bay Avenue, Margate, Kent, CT9 3PP**

Or you can visit our website at: [www.palm-bay.kent.sch.uk](http://www.palm-bay.kent.sch.uk)

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.

### 5. 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 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.

## 6. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<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>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 provision for admission of pupils with disabilities; 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>information about the delivery of the curriculum and teaching methods</li> </ul>

**School Profile and other information relating to the Governing Body**– this section sets out information published in the School Profile and in other Governing Body documents.

Class	Description
<b>School Profile</b>	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> <li>list information included in the school profile e.g. <ul style="list-style-type: none"> <li>performance data</li> <li>summary of Ofsted report</li> <li>school's intentions for the future, etc.</li> </ul> </li> </ul>
<b>Instrument of Government</b>	<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>
<b>Minutes <sup>1</sup> of meetings of the Governing Body and its Committees</b>	<p>Agreed minutes of meetings of the Governing Body and its committees  <i>[current and last full academic school year]</i></p>

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

**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
Sex & Relationships 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 Policy	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
Equality Policy	Statement of policy for promoting equality
Collective Worship Policy	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
Pupil Behaviour & Discipline and Anti-Bullying Policies	Statement of policies regarding general principles on behaviour and discipline and of measures taken by the Headteacher 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, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form <sup>1</sup>	A statement of the Governing Body's evaluation of the school's performance
Charges and Remissions 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	Details of school session and dates of school terms and holidays
Health and Safety Policy	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 Policy	Statement of procedures for dealing with complaints
Performance Management of Staff (Staff Appraisal Policy)	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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or Governing Body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions
Exclusions Policy	Statement of the school's policy on exclusions

***Much of the information listed above is available on our school website.***

***Our website is at: [www.palm-bay.kent.sch.uk](http://www.palm-bay.kent.sch.uk)***

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

**Guide to information available from Palm Bay Primary School under the model publication scheme:-**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b><u>Class 1 - Who we are and what we do</u></b>  (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who in the school	hard copy - Office	
Who's who on the Governing Body / Board of Governors and the basis of their appointment	hard copy - Clerk	
Instrument of Government / Articles of Association	hard copy - Clerk	
Contact details for the Head teacher and for the Governing Body, via the school (named contacts where possible).	website	
School prospectus	hard copy – Office and website	
Annual Report (if any)	N/A	
Staffing structure	hard copy – Headteacher and website	
School session times and term dates	hard copy – Office and website	
Address of school and contact details, including email address.	hard copy – Office and website	
<b><u>Class 2 – What we spend and how we spend it</u></b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	
Annual budget plan and financial statements	hard copy – Office (Finance Officer)	
Capital funding	hard copy – Office (Finance Officer)	
Financial audit reports	hard copy – Office (Finance Officer)	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	hard copy – Office (Finance Officer)	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	hard copy – Headteacher	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual Governors.	hard copy - Clerk	



<b><u>Class 3 – What our priorities are and how we are doing</u></b>  (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	<b>Cost</b>
School profile  And in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>Post-inspection action plan</li> </ul>	website  website or direct link: <a href="http://www.education.gov.uk/schools/performance">www.education.gov.uk/schools/performance</a>  website, hard copy or Ofsted  Information available from the Head teacher	
Performance management (Staff Appraisal Policy) and procedures adopted by the Governing Body.	hard copy – Headteacher	
Performance data or a direct link to it	website or direct link: <a href="http://www.education.gov.uk/schools/performance">www.education.gov.uk/schools/performance</a>	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	hard copy – Headteacher	
Safeguarding and Child Protection	hard copy – Headteacher/ Senior Teacher	
<b><u>Class 4 – How we make decisions</u></b>  (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions Policy/decisions (not individual admission decisions) – where applicable	hard copy – Office and website	
Agendas and minutes of meetings of the Governing Body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	hard copy - Clerk	

<p><b><u>Class 5 – Our policies and procedures</u></b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.            As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	(hard copy or website)	<b>Cost</b>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	hard copy – Headteacher	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	hard copy – Headteacher	
<p><b><u>Class 6 – Lists and Registers</u></b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	hard copy – Headteacher	
Asset register	hard copy – Headteacher	
Any information the school is currently legally required to hold in publicly available registers	hard copy – Headteacher	
<p><b><u>Class 7 – The services we offer</u></b>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)            Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	hard copy – Senior Teacher	
Out of school clubs	hard copy – FLO	
Services for which the school is entitled to recover a fee, together with those fees	hard copy – Finance Officer	
School publications, leaflets, books and newsletters	hard copy – Office or website	
<p><b><u>Additional Information</u></b>            This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	Headteacher	

## 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, Palm Bay Primary School.***

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](mailto:publications@ic-foi.demon.co.uk).**

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

## 8. Policy Review

This policy will be reviewed annually during Term 6.

The next review for this policy is due: Summer Term 6, 2015.