

St Lawrence CE Primary School



# Freedom of Information Policy

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Ref : STLAW.047  
Version 3.0

This document has been reformatted to a new St Lawrence CE Primary School standard template and all version numbers have been reset, as part of the review of all policies in November 2011.

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## Version History

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0.1	March 2013	Draft
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## Change History

Page Number	Change
3 & 4	Change of Governor and staff approval details

## Document Information

Policy name :	Freedom of Information Policy
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Version:	2.1
Date created :	15 <sup>th</sup> November 2017
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Date of approval :	30 <sup>th</sup> November 2017
Date of next review :	November 2020

## Approval Information - Governors

Position	Chair of Governors
Name	Mr Paul Evans
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Helen Ashby
Signature	
Date	

Position	Co-opted Governor
Name	Ms S North
Signature	
Date	

Position	Foundation Governor
Name	Mrs P Jones
Signature	
Date	

Position	Staff Governor
Name	Mr M Lambie
Signature	
Date	

Position	Parent Governor
Name	Mrs Rachel Voiculescu
Signature	

**Approval Information - School**

Position	Executive Head Teacher
Name	Mrs Sue Blackburn
Signature	
Date	

Position	Class 1 Teacher
Name	Mrs Alison Moore
Signature	
Date	

Position	Class 2 Teacher
Name	Mrs Sallie Roberts
Signature	
Date	

Position	Head of School
Name	Mr Mark Lambie
Signature	
Date	

Position	
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Date	

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 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. School Vision & Mission**

### **2.1. Vision**

We aspire to create a happy, contented and secure environment where children enjoy their school days and where all children develop their potential to the full, whilst developing a love of learning.

### **2.2. Mission**

To develop a community where children, staff, parents and Governors work together in order to achieve the best learning environment for children.

### **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: [a3091@telford.gov.uk](mailto:a3091@telford.gov.uk)

Telephone: 01952 387780

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. We will respond to your request within 20 working days of receipt of the request.

## **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.

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

### 6.1. School Prospectus

This section sets out information published in the school prospectus.

<b>Class</b>	<b>Description</b>
<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 arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; 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></ul>

## 6.2. 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> </ul> </li> <li>• school’s intentions for the future, etc.</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 anybody entitled to appoint any category of governor <ul style="list-style-type: none"> <li>• Details of any trust</li> </ul> </li> <li>• If the school has a religious character, a description of the ethos <ul style="list-style-type: none"> <li>• The date the instrument takes effect</li> </ul> </li> </ul>
<b>Minutes <a href="#">[1]</a> of meeting 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>

### 6.3. 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 <b>STLAW.031</b>	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 <b>STLAW.044</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
Sex Education Policy <b>STLAW.023</b>	Statement of policy with regard to sex and relationship education
Special Education Needs Policy <b>STLAW.022</b>	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans <b>STLAW.032</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.
Race Equality Policy <b>STLAW.030</b>	Statement of policy for promoting race equality
Collective Worship <b>STLAW.009</b>	Statement of arrangements for the required daily act of collective worship

Child Protection Policy <b>STLAW.033</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Pupil Discipline <b>STLAW.005</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

#### 6.4. 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, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form <a href="#">[2]</a>	A statement of the governing body's evaluation of the school's performance.
Charging and Remissions Policies <b>STLAW.006</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
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment <b>STLAW.042</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
Complaints procedure <b>STLAW.010</b>	Statement of procedures for dealing with complaints

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Performance Management of Staff <b>STLAW.039</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
Staff Conduct, Discipline and Grievance <b>STLAW.038</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy <b>STLAW.036</b>	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 head teacher or governing body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions
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.

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)**

**Annex A – Further documents held by the school**

Reference Number	Name of Document
STLAW.002	Acceptable ICT Use Policy
STLAW.003	Calculation Policy
STLAW.004	Anti-Bullying Policy
STLAW.007	Protocol for dealing with children not collected Policy
STLAW.008	Code of Conduct for School Governors
STLAW.011	Cover Supervision Policy
STLAW.012	Absence Policy for Staff
STLAW.013	Drug Education & Incident Management Policy
STLAW.014	Child Protection Policy for Arthog Outdoor Education Centre
STLAW.015	Criminal Records Checks Policy
STLAW.016	Policy on the Education of Children & Young People in Care
STLAW.017	Privacy Policy for Pupils
STLAW.018	Privacy Policy for Staff
STLAW.019	Safer Recruitment Policy
STLAW.020	Allowances Policy for Governing Bodies
STLAW.021	School Healthy Eating Policy
STLAW.024	Smoking Policy
STLAW.025	Spiritual, Moral, Social & Development Policy
STLAW.026	Attendance Policy for Pupils
STLAW.027	Teaching Assistants Policy
STLAW.028	Educational Visits & Journey Policy
STLAW.029	Marking & Feedback Policy
STLAW.034	CPD Policy
STLAW.035	Lettings Policy
STLAW.037	Policy for using photos and filming children
STLAW.040	More able & talented pupils policy
STLAW.041	Instrument of Government
STLAW.043	Reasonable use of Force Policy
STLAW.045	Managing Attendance at Work policy
STLAW.047	Freedom of Information Policy
STLAW.048	Visitors Policy
STLAW.050	Pay Appeals Procedure
STLAW.052	Policy to support students with medical needs
STLAW.053	Policy for Missing Children
STLAW.054	Capability Policy
STLAW.055	Children Out Of School Protocol
STLAW.056	CIPS Policy
STLAW.057	RE Policy
STLAW.058	Admissions Policy
STLAW.059	Grievance Policy
STLAW.060	Special Leave Policy
STLAW.061	Gifts and Hospitality Policy



[1] Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

[2] Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this