

Lockerley Church of England Endowed Primary School
‘Believe Together, Achieve Together’

Freedom of Information Policy
Respect - Responsibility – Compassion

We are called to be responsible stewards of God’s creation: God said to human beings, ‘fill earth with people and look after it. Care for all that I have made’ (Paraphrase)
Genesis 1:27

Table of Contents

Introduction	2
Aims and Objectives	2
Categories of Information Published	2
How to Request Information	3
Paying for Information	3
Classes of Information Currently Published	4
School Policies and Other Information Related to the School	5
Feedback and Complaints	5

Annex A – Further documents held by the school

Administration	9
Procedure	10
Curriculum	11

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 aided 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. 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 policy.

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.

Governors' Documents – information published in the 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: adminoffice@lockerley.hants.sch.uk

Tel: 01794 340485

Contact Address: Lockerley Primary School, Butts Green, Lockerley SO51 0JG

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 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.

6. Classes of Information Currently Published

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

Class	Description
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"> • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • 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 and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents
Curriculum T&L	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	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.
PSED	Statement of policy for promoting equality
Collective Worship	Policy of arrangements for the required daily act of collective worship
Child Protection & Safeguarding Policy	Policy for safeguarding and promoting welfare of pupils at the school.
Behaviour & principles written statement	Policy 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.

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 for school activities	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 organisation and arrangements for carrying out the policy
Complaints procedure	Policy and procedures for dealing with complaints
Performance Management and Capability	Policy and procedures adopted by the governing body relating to the performance management of staff
Staff Grievances Model Disciplinary Rules	Policy and procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance HCC model
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
Annex A – Other documents	Annexe 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 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, SK9 5AF

For your complaint to be eligible for further consideration they will usually need you to provide them with supporting information or evidence.

If you are still unsure what supporting evidence you will need to send to them, are not able to provide the information they need, or are unable to complete a form, please contact their Helpline on 0303 123 1113. Call us between 9am and 5pm Monday to Friday.

Telephone: (From the UK) **0303 123 1113** or **01625 545745**

E-mail: First Contact team at casework@ico.gsi.gov.uk

Website: <https://www.ico.gov.uk>

Annex A – Further documents held by the school

ADMINISTRATION	
Admissions	Policy stating how admissions to the school will be dealt with
Attendance, Absence and Holiday	Policy stating how attendance, absence and holiday requests will be dealt with at the school
Health & Safety	Policy stating how health and safety will be dealt with at the school
Performance Management	Policy stating how performance management will be implemented at the school
Pay	Policy stating how staff pay will be dealt with at the school
Staff Discipline & Grievance	Policy stating how staff discipline and grievance will be dealt with at the school
PROCEDURES	
Anti-Bullying	Policy stating how bullying will be prevented and dealt with
Behaviour	Policy stating how behaviour will be managed with at the school
Complaints	Policy stating how complaints will be dealt with at the school
EYFS	Policy stating how early years will be organised and delivered
Sex Education	Policy on sex and relationship education arrangements
Special Educational Needs	Policy stating how children with special educational needs will be catered for at the school
Collective Worship	Policy stating how worship will be organised and managed
Charging	Policy stating how the school will charge for certain activities
Marking	Policy stating how marking will be organised at the school
Child Protection & Safeguarding	Policy stating how child protection will be maintained
PSED	Policy stating how race equality will be maintained at the school
Curriculum T & L	Policy stating how the curriculum subjects will be managed

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