

TOWNSEND PRIMARY SCHOOL

Agreed Whole School Policy

Freedom of Information Act



STATUS: DRAFT AGREED

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Authors:

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Agreed by Governing Body (Fin. s/c)

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Filename: Freedom of Information Act

Signed Name Date

Townsend Primary School Publication Scheme on information available under the Freedom of Information Act 2000

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they make public.

To achieve this we will 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 for you on our website to download and print off and available in paper form. Some information which we hold may not be made public, for example some personal information and information received from other agencies such as social services

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and the Governing Body is responsible for the maintenance of the scheme.

2. 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 Website* - information published in the school prospectus.
- *The 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.

3. How to request information

If you require a paper version of the documents within the scheme, please contact the school by telephone, email, fax or letter giving at least 24 hours notice. Contact details are set out below.

Email: sbm@townsend.southwark.sch.uk

Tel: 020 7703 2672

Fax: 020 7252 5885

Contact Address: **Townsend Primary School, Townsend Street, London SE17 1HJ**

4. 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. Where there is a charge this will be indicated by a £ sign in the description box.

5. Classes of Information Currently Published

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

Class	Description
School Website	<ul style="list-style-type: none">• The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):• 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• 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 <p>The website also contains information on</p> <ul style="list-style-type: none">• Welcome to Townsend Primary School• Townsend's vision• Curriculum statement• Teaching and learning

	<ul style="list-style-type: none"> • Inclusion • Healthy School • School uniform • Organisation and timings of the school day • Charging policy and remissions • Complaints • Appendices • Admissions policy • Key Stage 1 assessment data • Key Stage 2 assessment data • Staff list • Home School Agreement/being a responsible parent/being a responsible pupil
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The 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
Instrument of Government	<ul style="list-style-type: none"> • 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 term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes¹ of meetings of the Governing Body and its committees	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

¹ 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 much of which is found in the school website

Class	Description
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
Curriculum statement	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 and Relationship Education Policy	Statement of policy with regard to sex and relationship education
Drug Education	Statement of policy with regard to drug education
E-safety policy	Statement of policy with regard to the safe use of the internet
Inclusion policy	Information about the school's policy on providing for pupils with special educational needs including gifted and talented
SEND and 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.
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.
Pupil Behaviour	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.**

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school.
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 organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints from both parents and staff
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
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 head teacher or governing body relating to the curriculum
Admissions policy	Statement of the schools policy on admissions.
Anti-bullying	Statement of general principles on anti-bullying and of measures taken by the head teacher to prevent bullying.
Attendance	Statement of policy with regard to attendance
Freedom of Information Act	Statement of policy with regard to FoI
Instrument of Government	Statement of policy with regard to Governance
Safeguarding	Statement of policy for safeguarding and promoting welfare of pupils at the school.

6. 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 via the school's 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 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*

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk