Freedom of Information Policy

Date approved	Committee responsible for review of policy	Next review date	Policy on website	Statutory policy
2024	Resources	2027	Yes	Yes

Headteacher: Mrs Fiona Micklefield

This is St Lawrence CE Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

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 on our website to download and print off or 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.

Aims and Objectives

The school aims to:

- To enable all children to develop their full potential so that they may become responsible fulfilled and independent adults.
- To develop in children a love of learning that will continue throughout their lives.
- To help children to appreciate their place in the local as well as the global community so that they develop a caring, sensitive attitude to others and the world around them.
- To offer children a wide range of experiences and opportunities that encourage awe, wonder and a spiritual awareness.

This publication scheme is a means of showing how we are pursuing these aims.

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 three broad topic areas:

- School Prospectus – information published in the school prospectus.
- 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.

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 or letter. Contact details are set out below:

Email: adminoffice@st-lawrence.hants.sch.uk
Tel: 01420 84400
Contact Address:
Mrs F Micklefield
St Lawrence CE Primary School,
Amery Hill
Alton
Hants
GU34 2BY

If the information you're looking for is not available and is not on our website, you can still contact the school to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. Single copies of information covered by this publication are provided free. 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.

Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus. 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 yea
- 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
- The school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school

Information relating to the governing body- including

- Performance data
- Summary of Ofsted report
- School's intentions for the future, etc.

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 term of office of each category of governor if less than 4 years
- The name of anybody entitled to appoint any category of governor
- Details of any trust
- A description of the ethos – C of E school
- The date the instrument takes effect

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- Pay policy: The statement of the school's policy and procedures regarding teachers' pay.
- Staffing and grading structure
- Governors' allowances: Details of allowances and expenses that can be claimed or incurred.
- Pupil Premium: A statement of how the school has used funding provided to close the gap in attainment of disadvantaged pupils

How we make decisions

• Decision-making processes and records of decisions, available for the current and previous three years.
• Admissions policy / decisions: The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.
• Minutes of meetings of the Governing body and its sub-committees: Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

Our policies and procedures

•Current written protocols, policies and procedures for delivering our services and responsibilities.
• School policies: This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.
• Pupil and Curriculum policies: This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.
• Records management and personal data policies: This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
• Equality and diversity: This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.
• Policies and procedures for the recruitment of staff: If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
• Charging regimes and policies: Details of any statutory charging regimes should be provided.

Lists and registers, curriculum circulars and statutory instruments

• Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.
• Disclosure logs: If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.
• Asset register: We would expect some information from capital asset registers to be available, if such registers are held.
• Any information the school is currently legally required to hold in publicly available registers

The services we offer

• Information about the services the school provides including leaflets, guidance and newsletters.
• Extra-curricular activities
• Out of school clubs
• School publications
• Services for which the school is entitled to recover a fee, together with those fees
• Leaflets, booklets and newsletters

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

Relationships and Sex Education Policy

Statement of policy with regard to relationship and sex 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.

Single Equalities Policy

Statement of policy for promoting 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.

School Behaviour Policy

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.

Published reports of Ofsted referring expressly to the school

Published report of the last inspection of the school and, inspection reports of religious education called SIAMS

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

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

Admissions Policy

Statement of the school's policy on admissions

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chair of Governors:

St Lawrence CE Primary School
Amery Hill
Alton
Hants GU34 2BY

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.
Website: www.informationcommissioner.gov.uk

Head Teachers Signature
(Fiona Micklefield)

Chair of Governors
(Paul Whitty)