

Upton Westlea Primary School

Freedom of Information Policy



Approved by staff: April 2017

Signed: K Carruthers

Approved by Governors: May 2017

Signed: M Williams

Review Date: April 2020

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. Increasingly, information will be available for you on our website to download and print off.

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

At Upton Westlea we aim:

- To provide a secure learning environment in which consideration and respect for self and others, including the wider community, can be fostered
- To encourage and support each child to achieve the highest standards of which he or she is capable in all areas of academic and personal development
- To foster a positive and responsible attitude in children towards their environment 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.

Governors' Documents - information published in the Full Governors Termly Report 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 school by telephone, email, fax or letter. Contact details are set out below. Some documents are available from our website at

www.uptonwestleapprimary.co.uk

Email: admin@uptonwestleapprimary.cheshire.sch.uk

Tel: 01244 981215

Fax: 01244 380081

Contact Address: Upton Westlea, Weston Grove, Upton, Chester CH2 1QJ.

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please).

If the information you are looking for is not available via the scheme and is not 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 do not 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.

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 Headteacher and Chair of Governors • Information on the school policy on admissions • A statement of the school's ethos and values • Details of any affiliations with a particular religion or religious denomination, 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

Class	Description
Full Governors' Meeting Report	<ul style="list-style-type: none"> • Details of the Governing Body membership, including name and address of Chair and Clerk • A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • Number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures
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

	<p>less than 4 years</p> <ul style="list-style-type: none"> • The name of anybody entitled to appoint any category Governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes (1) of meeting of the Governing Body and its committees	<ul style="list-style-type: none"> • Agreed minutes of meetings of the Governing Body and its committees (<i>current and last full academic school year</i>)

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home-School agreement	Statement of the school's aims and values, the schools' responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework agreements
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 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
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher

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 reports 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 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
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 Headteacher 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
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
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 The Headteacher, Upton Westlea Primary School, Weston Grove, Upton, Chester CH2 1QJ. 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.

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

Policies

Below are a number of policies which parents may want to have access to although we have many other policies which can be accessed through our school office on request.

- Attendance Policy
- Behaviour Policy
- Charging & Remissions Policy
- Safeguarding Policy
- Complaints Procedure
- Equalities Policy
- Freedom of Information Publications Scheme
- Inclusion Policy
- Sex and Relationship Policy
- Bad Weather Policy
- Teaching & Learning Policy
- Uniform Policy
- Volunteer and Student Policy

Reviewed: April 2017

Review Date: