



*St Francis Church of England Voluntary Aided Primary School*

## Freedom of Information Policy

Policy drawn up by Administrator  
ratified by Governors

Date 28/1/2016

<b>Version No</b>	<b>Date</b>	<b>Change/Review</b>
V1.0	2016	Policy Adopted
V1.1	May 15 <sup>th</sup> 2018	Ratified
V1.2	January 2020	
V1.3		

## **Freedom of Information (Freedom of Information Act 2000)**

The governing body is responsible for maintenance of this Publication 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
- 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. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aims and Objectives**

The school aims:

- to provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils
- to enable each child, whatever their ability, to recognise their own worth and to accept their responsibilities to society
- to provide a broad and stimulating curriculum based on the National Curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live
- to nurture those basic skills and concepts which are necessary for future education and development
- to encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning
- to enable children to strive for excellence.

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:

<b><i>School Prospectus</i></b>	information published in the school prospectus.
<b><i>Governors' Documents</i></b>	information published in the Governors Annual Report and in other Governing Body documents.
<b><i>Pupils &amp; Curriculum</i></b>	information about policies that relate to pupils and the school curriculum.
<b><i>School Policies</i></b>	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                               **admin@stfrancis.swindon.sch.uk**

Telephone                       01793 727624

Contact Address               **St Francis School, Aiken Road, Taw Hill, Swindon SN25 1UH.**

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. Where there is a charge this will be indicated by a £ sign in the description box. 3

## 6. Classes of Information Currently Published on the School Website

This section sets out specific information published on the school website, in accordance with the School Information (England) (Amendment) Regulations 2012.

CLASS	DESCRIPTION
Specified information on school website	<ul style="list-style-type: none"> <li>➤ The name, postal address and telephone number of the school and the name of a person to whom enquiries should be addressed</li>   <li>➤ Either: The determined admission arrangements for the school in relation to each relevant age group at the school, including arrangements for selection, oversubscription and an explanation of the application process Or: Information as to where and how parents/carers can access the information in the local authority's prospectus on their website</li>   <li>➤ Information as to where and by what means parents may access the most recent report about the school published by her Majesty's Chief Inspector of Education, Children's Services and Skills</li>   <li>➤ The school's most recent key stage 2 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the Department for Education's website: <ul style="list-style-type: none"> <li>(a) "% achieving Level 4 or above in English and Maths";</li> <li>(b) "% making expected progress";</li> <li>(c) in relation to English, "% achieving Level 5 or above"; and</li> <li>(d) in relation to Maths, "% achieving Level 5 or above".</li> </ul> </li>   <li>➤ Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education's website.</li>   <li>➤ The following information about the school curriculum <ul style="list-style-type: none"> <li>(a) in relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained;</li> <li>(b) in relation to key stage 1, the names of any phonics or reading schemes in operation</li> </ul> </li>   <li>➤ The measures determined by the head teacher under section 89 of the Education and Inspections Act 2006 (determination by head teacher of Behaviour Policy)</li>   <li>➤ The amount of the school's allocation from the Pupil Premium grant in respect of the current academic year; how it is intended that the allocation will be spent; details of how the previous academic year's allocation was spent &amp; the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated</li> </ul>

	<ul style="list-style-type: none"> <li>➤ The report prepared by the school under section 317(5)(a) of EA 1996 (duties of governing bodies in relation to special educational needs).</li> <li>➤ The school's charging and remissions policy determined by them under section 457 of EA 1996.</li> <li>➤ A statement of the school's 'ethos and values.'</li> </ul>
Instrument of Government	<ul style="list-style-type: none"> <li>• Name of the school</li> <li>• Category of the school</li> <li>• Name of the Governing Body</li> <li>• How the Governing Body is constituted</li> <li>• The term of office of each category of Governor if less than four years</li> <li>• The name of any body entitled to appoint any category of Governor</li> <li>• Details of any Trust</li> <li>• A description of the School's Ethos</li> <li>• The date the Instrument takes effect</li> </ul>

## Pupils and Curriculum Policies

This section gives access to information about policies relating to pupils and the curriculum.

<b>CLASS</b>	<b>DESCRIPTION</b>
Home/School Agreement	A statement of the school's aims and values, the school's responsibilities, parental responsibilities and the school's expectation of its pupils
Sex and Relationships Policy	A statement of policy with regard to sex and relationship education
SEND Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	Is included in SEND – a plan for increasing the participation of disabled pupils in the school's curriculum, improving accessibility of the physical environment and improving the delivery of information to disabled pupils
Equality Policy	Includes Race, Gender and Disability equality statements and good practice
Collective Worship	A statement of the arrangements for the act of collective worship
Child Protection Policy	A statement of policy for safeguarding and promoting the welfare of pupils at the school
Pupil Behaviour	A statement of the school's general principles on behavior and discipline and of measures taken by the school to prevent bullying

\* some information may be confidential or otherwise exempt from publication by law therefore will not be published by the school

## 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 the summary of the report, together with where appropriate inspection reports of religious education
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extras such as school publications, music tuition, trips etc
School session times and term dates	Details of daily timings and term dates and holidays.
Health and Safety Policy and risk assessment	A statement of general policy on health and safety at work for employees and visitors to the school, and the arrangements for carrying out the policy
Complaints procedure	A statement of the process for dealing with complaints
Handling Persistent Complaints	A statement of the process for dealing with 'vexatious' complaints
Performance management policy	A statement of procedures adopted by the Governing Body relating to the performance of staff and annual report of the Head Teacher on the effectiveness of appraisal procedures
Staff discipline policy	A statement of the process for regulating the conduct and discipline of school staff and the 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 for Education to the Head Teacher or Governing Body relating to the curriculum
Minutes* of meeting of the Governing Body and its' committees	Agreed minutes of the meetings of the Governing Body and its' committees for the current and previous full academic year – available from the school Office
Other	Other policies are held in a hard copy file in the school office and are available on request

## 7. Feedback and complaints

St Francis School welcomes any comments or suggestions about this Publication Scheme. Please address these to the School Office.