



Lings Primary School

Freedom of Information Policy

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Publication scheme on information available under the Freedom of Information Act 2000

1 Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including 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. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

As a partner in the Northampton Primary Academy Trust, the obligations under the availability of information also extend to NPAT. However, any information request relating not solely to Lings Primary School must be directed to NPAT and not to Lings Primary School.

2 Aims and Objectives

The School aims to:

- create a warm, welcoming secure ethos and stimulating environment.
- provide a safe and healthy environment for all.
- recognise and value effort and achievement in all aspects of life.
- promote personal development, including respect for self, others and the environment.

- recognise that each child has spiritual, intellectual and physical needs.
- provide equality of opportunity regardless.
- encourage and support an active and successful partnership with parents.

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

3 Categories of information published

The publication scheme guides through information which the School has published or will be publishing 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 Governors Annual Report and in other Governing Body documents.

Pupils and Curriculum

Information about policies that relate to pupils and the School curriculum.

School Policies

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, contact the School by telephone, email, fax or letter.

Contact details are set out below.

Email: bursar@lings-pri.northants-ecl.gov.uk

Tel: 01604 410369

Contact Address:

Lings Primary School, Hayeswood Road, Northampton NN3 8NN

To help us process all requests quickly, clearly mark any correspondence
"PUBLICATION SCHEME REQUEST"

5 Paying for information

We hope to be able to publish a lot of information on our School website in the future.

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

6.1 School Prospectus

The statutory contents of the School Prospectus are as follows but other items may also be included:

- The name, address and telephone number of our School, and the type of school
- The names of the Head Teacher and Chair of Governors
- Information on our Admissions Policy
- A statement of our ethos and values
- Details of 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 our policy on providing for pupils with special educational needs
- Number of pupils on the 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 our school by prospective parents

6.2 Governors' Annual Report and other information relating to the Governing Body

This section sets out information published in the Governors' Annual Report and in other governing body documents. Other items may be included in the Annual Report at the School's discretion.

- Details of Governing Body membership, including name and address of Chair and Clerk
- A statement on progress in implementing the action plan drawn up following an inspection
- A financial statement, including gifts made to the School and Governor expenses paid
- A description of our School's arrangements for security of pupils staff and the premises

- Information about the implementation of the Governing Body's policy on SEN pupils 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
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- Number of pupils on the roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for Key Stages 1 and 2, with national summary figures
- A statement of the extent to which proposals in the post- inspection action plan have been carried into effect

6.3 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
- The date the Instrument takes effect

6.4 Minutes¹ of meetings of the Governing Body and its committees

- Agreed minutes of meetings of the Governing Body and its committees, the current and last full academic school year

¹ Some information might be confidential or otherwise exempt from the publication by law – therefore it cannot be published.

7 Pupils and Curriculum Policies

This section gives access to information about policies that relate to pupils and the School curriculum.

- **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 for example homework arrangements

- **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 Policy**

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. *(from March 2004)*

- **Pupil Discipline**

Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying.

8 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**

The published report of the last inspection of the School and the summary of the report.

- **Post-Ofsted inspection action plan**

A plan setting out the actions required following the last Ofsted inspection.

- **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 assessments**

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 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.

- **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.

9 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 *Governors c/o Lings Primary School*.

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

Confirmatory Signatures

Signed.....Head Teacher

Signed.....Governor

Approved on.....

To be reviewed on.....