

# **CHELLINGTON CHURCH OF ENGLAND FEDERATION**

## **Freedom of Information Policy**

**Christopher Reeves VA Primary School/  
St Lawrence VA Primary School**

**Amended March 2019**

**Review date: Autumn Term 2020**

**Committee Responsible : Personnel**

## **Introduction**

This is the Chellington Federation's "School Publication Scheme" on information available under the Freedom of Information Act 2000. The Governing Body is responsible for the maintenance of the scheme.

## **What is a School Publication Scheme?**

One of the aims of the Freedom of Information Act 2000 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. Some of the information is available on the internet and where this is the case, the web information is given throughout this policy.

Some of the information which we hold may not be made public, for example personal information. The Publication Scheme conforms to the model scheme of schools approved by the Information Commissioner.

## **Aims and Objectives:**

The federation aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This Publication Scheme is a means of showing how we are pursuing these aims.

## **Categories of information published:**

The Publication Scheme guides you the information 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".

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 School Profile and in other governing body documents
- Pupils and 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 relevant school by telephone, email or letter. Contact details are:

School Telephone: Christopher Reeves - 01933 353531, St Lawrence – 01933 353530

Email: [admin@crls.org.uk](mailto:admin@crls.org.uk) or [admin@st-lawrenceschool.co.uk](mailto:admin@st-lawrenceschool.co.uk)

Website: [www.christopher-reeves-school.co.uk](http://www.christopher-reeves-school.co.uk) or [www.st-lawrenceschool.co.uk](http://www.st-lawrenceschool.co.uk)

If the information you are looking for isn't available via the Scheme, you can still ask the school if you can have it.

**Paying for information:**

Information published on a website is free, although you may incur costs from your internet provider. If you require paper versions, single copies of information covered by this Publication Scheme are provide free.

If you request requires 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 publication or CD/DVD, we will let you know the cost before fulfilling your request.

**Classes of information currently published:**

**School Prospectus:**

The prospectus is published during the school year ready for the new admissions. Since September 2005, it has had to contain the following:

- Arrangements for the admission of pupils with disabilities
- Details to prevent disabled pupils being treated less favourably than that of other pupils
- Details of existing facilities to assist access to the school by pupils with disabilities
- The accessibility plan (required under the Disabilities Discrimination Act 1995) covering future policies for increasing access to the school by pupils with disabilities
- Information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year.

The school has the option to include additional information.

**The School Profile:**

The profile is comprised of "narrative" sections which the school will complete, and "pre-populated" sections of statistical information inserted into the document by the DfES.

The subject headings for the narrative sections, which the school completes, are:

- What have been our successes this year?
- What are we trying to improve?
- How have our results changed over time?
- How are we making sure that every child gets teaching to meet their individual needs?
- How do we make sure our pupils are healthy, safe and well-supported?
- What have we done in response to Ofsted?
- How are we working with parents and the community?

**The Governing Body:**

- Instrument of Government and the date the Instrument takes effect
- 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
- Agreed minutes of meetings of the governing body and its committees (current and the last full academic year)
- Minutes of meetings of the governing body and its committees.

### **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 schools aims and values, the schools responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements.
- Curriculum Policy. Statement on following the policy for 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 regards to relationships and sex education.
- Special Educational Needs Policy. Information about the school's policy for providing for pupils with special educational needs.
- Accessibility Plan. 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 for policy for promoting racial equality.
- Collective Worship. Statement of arrangements for the required daily act of collective worship.
- Pupil Behaviour/discipline. 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.**

- Published reports of Ofsted referring expressly to the school. Published report 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 Action Plan. A plan setting out the actions required following the last Ofsted inspection and 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 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

This policy will be reviewed at least every two years.

Signed: .....  .....

Date: ..... 12th February 2019 .....

Review Date:  
Autumn Term 2020.

