



Freedom of Information: Publication Scheme and Access Policy

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Agreed by governing body: Summer 2017

Review date: Summer 2018

Signed

Chair of Governors:

Headteacher:

Introduction

This is Chase Bridge's Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Independent Commissioner.

The Freedom of Information Act recognises that there may be instances where it is necessary to protect sensitive information in certain circumstances and provides for exemptions.

A request for information may fall under a number of different headings:

- Freedom of Information Act
- Environmental Information
- Data Protection Act
- A combination of any of them

If the information is not provided one of the four following reasons must be given:

- The school does not hold the information
- The cost of providing it is too great
- The request is considered vexatious or repeated
- One or more exemptions recognised by the FOIA apply

Where information is not immediately available then the school has a legal obligation to provide advice and assistance to anyone requesting information.

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 obtainable from the school.

Some information, which we hold, may not be made public, for example personal information.

Aims of our School

There is a clear vision and set of aims that underpin everything we do: this is for all children to excel at learning, be able to express their talents and know how to care for others.

- We are an inclusive school where we all come to learn. We want our children to reach the highest standards, be healthy, happy, and develop a love of learning and the skills of independence to make informed choices that prepare them to be successful members in society. We celebrate individual and group effort and take pride in our successes.
- The school achieves its goals by providing consistently good teaching of a broad and balanced curriculum that promotes a culture of mutual respect amongst our community. We aim to provide a learning environment where children are safe and feel confident and at the same time are challenged to explore and understand the world around them.

- We continually seek opportunities to improve the children’s education by reviewing our practice and agreeing priorities for improvement.

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Categories of Information Produced

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’.

The classes of information that we undertake to make available are organised into four broad topics areas:

<i>School Website/Handbook</i>	Information published in the school handbook or on the website
<i>Governors’ Documents</i>	Information published in the Governors’ Annual Report and other governing body documents
<i>Pupils and Curriculum</i>	Information about policies that relate to pupils and the school curriculum
<i>School Policies and other information related to Schools</i>	Information about policies that relates to the school in general

How to Request Information

Many of the documents are available on our website www.chasebridge.richmond.sch.uk.

If you require a paper copy of any of the documents within the scheme, please contact the school. Details are as follows:

Telephone:	020 8892 1242
Email:	info@chasebridge.richmond.sch.uk
Address:	Chase Bridge Primary School Kneller Road, Twickenham, TW2 7DE

All requests for information will be fulfilled as promptly as possible and will certainly be within the legally prescribed limit of 20 working days, excluding the school holidays.

Paying for Information

Single copies of information covered by this publication are provided free unless stated otherwise. 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 already published

School Website – This section sets out specific information published on the school website, in accordance with the School Information Regulations 2012.

Class	Description
Specified information on school website or in the prospectus	<ol style="list-style-type: none"> 1. The name, postal address and telephone number of the school 2. Information on the school policy of admissions 3. Information and a link to the most recent OfSTED report 4. Information about the school’s policy on providing for pupils with special educational needs 5. National Curriculum assessment results for appropriate Key Stages, with national summary figures 6. Information on the school curriculum, the content for each subject and how additional information may be attained 7. Information on the Pupil Premium grant and how it is spent both for the current academic year and the previous academic year

Governors’ Documents – This sections gives information about the information set out in Governors’ documents.

Class	Description
Instrument of Government	<ol style="list-style-type: none"> 1. The name of the school 2. The category of the school 3. The name of the Governing Body 4. The manner in which the governing body is constituted 5. The term of each governor 6. Details of any trust
Minutes ¹ of the	Agreed minutes of meetings of the governing body and its committees (current

meetings of governing body and its committees	and last full academic school year)
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¹ Some of this information may be confidential and we therefore cannot publish it.

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

Class	Description
The Chase Bridge Agreement	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities, the governors’ responsibilities and the school’s expectations of its pupils for example homework arrangements.
Curriculum Policy	Statement on following the policy for curriculum subjects and schemes of work and syllabuses currently used by the school.
Sex & Relationships Education Policy	Statement of policy with regard to sex and relationship education.
Inclusion Policy	Information about the school’s policy on 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. The Accessibility Plan forms part of our Inclusion Policy.
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour & Anti-Bullying 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 related to the school in general.

Class	Description
Published OfSTED reports relating to the school	Published report of the last inspection of the school and the summary of the report.
Charging and Remissions Policies	A statement of the school’s policies with respect to charges and remissions for any optional extra 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 Policy	Statement of procedures for dealing with complaints.
Staff Appraisal Policy	Statement of procedures adopted by the governing body relating to the performance management of staff.
Staff conduct, discipline and grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek to redress for grievance. I’m not sure where this is?

Feedback and Complaints

Staff are aware that they have a duty not to release information about a child or another family to a third party other than those recognised under the Data Protection Act.

The school will keep a record of any refusals to provide information and the reason for the refusal. This information will be shared with the Governing Body.

The Headteacher is responsible for the school's Freedom of Information Publication Scheme and the provision of advice, guidance, publicity and interpretation of the school's scheme.

If anyone requesting information is not satisfied with the manner in which their request has been handled they may make use of the school's complaints procedures. If the complaint is not upheld the applicant should be informed of their right to appeal to the Information Commissioner by visiting <https://ico.org.uk> and following the links available to take advice or writing to the Information Commissioner at:

FOI Compliance Team (complaints)
Wycliffe House
Water Lane
Wimslow
Cheshire SK9 5AF

Appendices

Other Documents

- Accident and Injury Policy
- Assessment Policy
- Attendance and Lateness Policy
- Data Protection Policy
- ECM Policy
- E-safety Policy
- Financial Regulations
- Governors' Allowances
- Inclusion Policy
- Medical Policy
- Pay Policy
- Safeguarding Policy
- Sex & Relationships Education Policy
- Staff Leave of Absence Policy
- Staff Appraisal Policy
- Teaching & Learning Policy
- Uniform and Appearance Policy