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# FREEDOM OF INFORMATION PUBLICATION SCHEME

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Date this policy was formally reviewed and agreed by FGB:	
Signed on behalf of the Governing Body by:	Jeanne Pratt
Signature:	
Date:	8 <sup>th</sup> July 2019
Date of next review:	Summer Term 2022 (3-yearly)

## Introduction

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 either available on the school website to download and print off or 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.

## Classes 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'. The classes of information that we undertake to make available are organised into the following areas:

- *School Prospectus* – information published in the school prospectus.
- *Governors' Documents* – information published in the Governors Annual Report and in other governing body documents.
- *Curriculum* – information about policies that relate to pupils and the school curriculum.
- *Policies* - information about policies, and other relevant information, 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 school by letter or email. Contact details are set out below.

Carr Hill Community Primary School, Carr Hill Road, Gateshead NE9 5NB

Email: [carrhillprimary@gateshead.gov.uk](mailto:carrhillprimary@gateshead.gov.uk)

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 submit a request to the school in writing. Such requests will be considered in accordance with the provisions of the Freedom of Information Act 2000.

## Paying for information – whole section has been amended

### Information published on school website

Information published on the school website is free to download. If a hard copy of information that is freely available on the school website is requested, a production charge of 20p per page will be made as well as postage costs.

### Information covered by this publication that is not published on school website

Single copies of information covered by this publication are provided without incurring a fee. However, a charge may be made for actual disbursements incurred such as data collection and collation, photocopying, postage and packing. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Examples of indicative charges are provided below as guidance only:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 3p per sheet (black & white)	Actual cost per copy plus estimated toner costs
	Photocopying/printing @ 5p per sheet (colour)	Actual cost per copy plus estimated toner costs
	Postage	Actual cost of Royal Mail 2nd class delivery
<b>Hard copies of information freely available on school website</b>	Photocopying/printing @ 20p per sheet (black & white)	Printing and Admin time

### **Classes of Information Currently Published – whole section is new**

<b>Category 1 – School Prospectus</b>	
<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<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"><li>• the name, address, telephone number and the type of school</li><li>• the names of the Headteacher and Chair of Governors</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• 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</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• the arrangements for visits to the school by prospective parents</li></ul>

<b>Category 2 – Governors’ Documents</b>	
<b>Class</b>	<b>Description</b>
<b>Governors’ Annual Report</b>	It is no longer statutory for Governing Bodies in England to produce an annual report for parents. However, schools are free to provide these if they wish.
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name and category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes of meetings</b>	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>.</p> <p>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

<b>Category 3 – Pupils &amp; Curriculum</b>	
<b>Class</b>	<b>Description</b>
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.
SEN 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	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.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

<b>Category 4 – School Policies and other information</b>	
<b>Class</b>	<b>Description</b>
Ofsted Report	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 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 Code of Conduct, Discipline Procedures, Grievance Procedure	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum circulars, 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.

## **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 wish to make a complaint, please write to: Headteacher, Carr Hill Community Primary School, Carr Hill Road, Gateshead NE9 5NB.

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 (the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints) at:

Information Commissioner  
Wycliffe House, Water Lane  
Wilmslow, Cheshire SK9 5AF

or

Enquiry/Information Line: 01625 545 700

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)