



Baildon Church of England Primary School and Nursery

**Publication Scheme on
Information available under the
Freedom of Information Act 2000**

February 2017

Scheme Approval: Governing Body Meeting 8th February 2017



Freedom of Information Act 2000

Revision 01.00

Mission Statement

In our school we celebrate being part of God's family. We inspire our children with a love of learning in a safe, happy environment, which will enable them to flourish and reach their individual potential.

1. Introduction

This document describes the School's publication policy relating to information available under the Freedom of Information Act 2000. The policy covers information already published and information which is to be published in the future.

All information included in the School's publication policy is in our policy file, the School prospectus and/or governing body documents, and is available in paper form.

Some information which is held may not be made public; for example personal information.

The School's publication policy conforms to the model scheme for schools approved by the Information Commissioner.

The Governing Body is responsible for maintenance of this policy.

2. Aims and Objectives

Baildon Church of England Primary School and Nursery aims to:

- enable every child to fulfil their learning potential
- provide education that meets the needs of each child
- help every child develop the skills, knowledge and personal qualities needed for life and work

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 the School has a publication policy that sets 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.

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



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3. Categories of information published

This publication policy guides you to information that the School currently publishes, has recently published and/or that it will publish in the future.

This is split into categories of information known as 'classes', which are detailed in section 6 of this policy document.

The classes of information that the School undertakes to make available are organised into four broad topic areas:

- School Prospectus: information that is published in the school prospectus.
- Governing Body documents
- Pupils & Curriculum: information about policies that relate to pupils and the School curriculum.
- School Policies and other information relating to the School in general.

4. How to request information

Anyone requiring a paper version of any of the documents within the policy should contact the School by telephone, email, fax or letter.

School contact details are:

- Email: office@baildonce.co.uk
- Tel: 01274 598540
- Fax: 01274 530018
- Postal Address: Baildon Church of England Primary School and Nursery, Coverdale Way, Baildon, BD17 6TE

To help the School process requests quickly correspondence should be marked as "PUBLICATION POLICY REQUEST" (in CAPITALS please)

If the information requested isn't available under this policy it can be requested via the School Office. Decisions on such requests will be dealt with on a case-by-case basis.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

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 and website

| Class | Description |
|-------------------|--|
| School Prospectus | <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> <p>the name, address and telephone number of the School, and the type of school</p> <ul style="list-style-type: none"> • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • 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 • information about the school's policy on providing for pupils with special educational needs • number of pupils on 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 the school by prospective parents |
| Website | <ul style="list-style-type: none"> • School contact details • Admission arrangements • Ofsted reports • Exam and assessment results • Performance tables • Curriculum • Behaviour policy • School complaints procedure • Pupil premium • Year 7 literacy and numeracy catch-up premium • PE and sport premium for primary schools • Special educational needs (SEN) and disability information • Governors' information and duties • Charging and remissions policies • Values and ethos • Requests for paper copies |

6.2 Governing Body Documents- information published in the governing body documents

| Class | Description |
|--------------------------|--|
| Instrument of Government | <ul style="list-style-type: none"> • 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 • If the school has a religious character, a description of the ethos • The date the instrument takes effect |



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| Minutes ¹ of meeting of the governing body and its committees | Agreed minutes of meetings of the governing body and its committees [current and last full academic school year] |
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6.3 Pupils & Curriculum Policies

| Class | Description |
|----------------------------------|--|
| **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 | 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) |
| **Behaviour Policy | Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. |

¹ Some information might be confidential or otherwise exempt from the publication by law. This will not be published

6.4 School Policies and Other Information Relating 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 and where appropriate inspection reports of religious education in those schools designated as having a religious character |
| Post-Ofsted inspection action plan where appropriate | A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education 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 |
| Appraisal of Staff | Statement of procedures adopted by the governing body relating to the appraisal 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 |

** Information available on our website

The School website address is www.baildonce.co.uk



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7. Feedback and Complaints

The School welcomes any comments and/or suggestions about its information publication policy.

Anyone wishing to make comments about this publication policy, requiring further assistance or wishing to make a complaint should do so in writing through the School Office.

Anyone that is dissatisfied with the assistance they receive or feel that their complaint has not been resolved and wish make a formal complaint, should address their correspondence to the Information Commissioner's Office.

This organisation ensures that the School's publication policy complies with the Freedom of Information Act 2000 and deals with formal complaints.

The Information Commissioner's Office can be contacted at:

- Postal Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Enquiry/Information Line: 01625 545 700
- Email: publications@ic-foi.demon.co.uk.
- Website: www.informationcommissioner.gov.uk

8. Revision History

| Revision | Author | Revision Notes | Date |
|----------|-----------|----------------|-----------|
| 01.00 | M R Bryan | First Revision | 05-Dec-14 |
| 01.01 | M Connor | | 01-Feb-17 |



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