



**WORTH PRIMARY SCHOOL**  
"lifelong learning"

# FREEDOM OF INFORMATION POLICY (INCLUDING PUBLICATION SCHEME)

Ratified by the Governing Body: March 2017

Review date: March 2019

# Worth Primary School

## Freedom of Information Act 2000

### 1. Introduction: 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.

Some information which we hold may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### 2. Aims and Objectives

The school aims:

- to provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils;
- to enable each child, whatever their ability, to recognise their own worth and to accept their responsibilities to society;
- to provide a broad and stimulating curriculum based on the National Curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live;
- to nurture those basic skills and concepts which are necessary for future education and development;
- to encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning;
- to enable children to strive for excellence.

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

### 3. Categories 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'. 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 Website* – information published in the school prospectus.

*Governors' Documents* – information published in governing body documents. (HARD COPY available through the school office)

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum. (HARD COPY available through the school office)

*School Policies and other information related to the school* - information about policies that relate to the school in general. (HARD COPY available through the school office)

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: [secretary@worth.kent.sch.uk](mailto:secretary@worth.kent.sch.uk)

Tel: 01304 612 148

Contact Address: The Street, Worth, Kent CT140DF

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 still contact the school to ask if we have it.

### 5. Paying for information

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.

## 6. Classes of Information Currently Published

**School Website** –This section sets out specific information published on the school website, in accordance with the School Information (England) (Amendment) Regulations 2012

Class	Description
<p><b>Specified information on school website</b></p>	<ol style="list-style-type: none"> <li>1. The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.</li> <li>2. Either—               <ol style="list-style-type: none"> <li>(a) the determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place; or</li> <li>(b) information as to where and by what means parents may access that information in the local authority’s composite prospectus published on their website.</li> </ol> </li> <li>3. Information as to where and by what means parents may access the most recent report about the school published by her Majesty’s Chief Inspector of Education, Children’s Services and Skills.</li> <li>4. The school’s most recent key stage 2 results as published by the Secretary of State under the column headings in the School Performance Tables published on the Department for Education’s website:</li> <li>5. Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education’s website.</li> <li>6. The following information about the school curriculum—               <ol style="list-style-type: none"> <li>(a) in relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained;</li> <li>(b) in relation to key stage 1, the names of any phonics or reading schemes in Operation.</li> </ol> </li> <li>7. The measures determined by the head teacher under section 89 of the Education and Inspections Act 2006 (determination by head teacher of behaviour policy).</li> <li>8. The amount of the school’s allocation from the Pupil Premium grant in respect of the current academic year; details of how it is intended that the allocation will be spent; details of how the previous academic year’s allocation was spent, and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated.</li> <li>9. The amount of the school’s allocation from the Sports premium grant in respect of the academic year; details of how it is intended that the allocation will be spent; details of how the previous academic year’s allocation was spent and the impact of this on the school’s sports provision.</li> <li>9. The report prepared by the school under section 317(5)(a) of EA 1996 (duties of governing bodies in relation to special educational needs).</li> <li>10. The school’s charging and remissions policy determined by them under section 457 of EA 1996.</li> <li>11. A statement of the school’s ethos and values.”</li> <li>12. Term dates for the academic year</li> <li>13. Staffing structure and names of staff in the school.</li> <li>14. Who’s who on the Governing Body and the basis of their appointment</li> </ol>

<b>Instrument of Government (Available in HARD COPY)</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The names 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 <sup>1</sup> of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]</p> <p>File of minutes can be accessed via the school office.</p>

**Pupils & Curriculum Policies (Available in hard copy)** - This section gives access to information about policies that relate to pupils and the school curriculum.

<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
Thinking, Teaching and Learning Policy	Statement on following the policy for the secular curriculum subjects and religious education, schemes of work and syllabuses currently used by the school. Also this policy includes Teaching methods and strategies to be used.
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.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

## School Policies and other information related to the school (available in hard copy) -

This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
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
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
Asset Register	List of all the electrical equipment in the school
Out of school clubs	List of the current clubs the schools can offer the children
Newsletter	Current newsletter

	<b>School Financial Information (hard copy)</b> –relating to projected and actual income and expenditure, procurement, contracts and financial audit
<b>Annual budget plan</b>	Current and previous budget plan for the school
<b>Capital funding</b>	Current allocation of capital funding for the school
<b>Financial audit reports</b>	Audit reports of the school's financial practice
<b>Procurement and contracts</b>	Information on any procurements and contracts the school has entered into/ a link to information held by an organisation which has done so on its behalf
<b>Pay policy</b>	Statement of procedure for setting and reviewing Teachers' Pay

<b>Staff allowances</b>	Staff allowances that can be incurred or claimed, and a record of total payments made to individual members of staff.
<b>Staffing, pay and grading structure</b>	The pay information should include salaries for senior staff in bands of £10,000; for more junior posts by salary range.
<b>Governors' allowances</b>	Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.

## **7. 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 Office Manager at 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](mailto:publications@ic-foi.demon.co.uk).**

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