

# The Priory CE VA Primary School



## Freedom of Information Policy

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<b>Approval</b>	Board of Governors	<b>Chairman</b>	Sue Solly
<b>Headteacher</b>	Paul Ruffle	<b>Signature</b>	
<b>Date of last review</b>	December 2017	<b>Date of this review</b>	Sept 2019
<b>Date of next review</b>	3 Yearly – Sept 2022	<b>Maintenance</b>	Headteacher

## Rationale

This is The Priory CE VA Primary School Publication on information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

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 for you online on the school's website or in paper form via the school office.

**Some information which we hold may not be made public, for example personal information for safeguarding reasons and in order to comply with the Data Protection Act.**

## School Aims

At The Priory CE VA Primary School, we aim to ensure that all children are happy and confident; achieving their full potential through focused, high quality teaching and high expectations.

We aim:

- To value and appreciate one another irrespective of age, gender, creed, or race, and to acknowledge that everyone has a part to play within our school community.
- To try to do our best at everything we do
- To develop the ability to work independently, cooperatively and with self-discipline.
- To listen with respect to one another and be conscious never to damage another's self-esteem.
- To foster a caring attitude for the school environment, including the building, inside and outside areas, equipment and personal effects.
- To prepare pupils for responsibilities, opportunities and experiences of adult life.

## 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'.

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

1. School Prospectus – information published in the school prospectus.
2. Governors' Documents – information published in governing body documents.
3. Pupils & 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 school by telephone, email, or letter. Contact details are set out below.

Email: [office@theprioryschool.org](mailto:office@theprioryschool.org)

Telephone: 01202 484105

Address: Wick Lane, Christchurch, BH23 1HX

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.

### 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. Where there is a charge this will be indicated by a £ sign in the description box.

### Classes of information currently published

1. School Prospectus – this section sets out information published in the school prospectus.

Class	Description
<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 and telephone number of the school, 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</li> </ul>

	<ul style="list-style-type: none"> <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> <li>○ the number of places for pupils of normal age of entry</li> <li>○ the arrangements for visits to the school by prospective parents</li> </ul>
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2. Information relating to the Governing Body– this section sets out information published in governing body documents.

Class	Description
<b>Information relating to the Governing Body</b>	<ul style="list-style-type: none"> <li>○ Details of the governing body membership, including name and address of chair and clerk</li> <li>○ a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>○ information about the implementation of the governing body’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>○ a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils and those with other protected characteristics being treated less favourably than other pupils; e.g. details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>○ number of pupils on roll and rates of pupils’ authorised and unauthorised absence</li> <li>○ National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> </ul>

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

<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>○ The name of the school</li> <li>○ The 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<sup>1</sup> of</b>	Agreed minutes of meetings of the Governing Body [ <i>current and last full</i> ]

<b>meeting of the Governing Body</b>	<i>academic school year</i> ].
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3. Pupils & Curriculum Policies - 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.
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 and those with other protected characteristics in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils and those with other protected characteristics.

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Equal Opportunities Policy	Statement of policy for promoting equality, including gender, race, disability, age, religious belief, sexual orientation.
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 (Behaviour Policy)	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

4. School Policies and other information related to the school - This section gives access to information about policies that relate 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	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
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	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
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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
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## 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 Headteacher, The Priory CE VA Primary School, Wick Lane, Christchurch, Dorset, BH23 1HX.

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 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)

### Monitoring and evaluation

- The policy will be reviewed as part of the schools monitoring cycle.