

# **New Longton All Saints' C. of E. Primary School Freedom of Information Policy**

## **Mission Statement**

Together, following Jesus' teaching, we aim to develop mutual respect and responsibility for all members of our school community.

Through effective teaching, and by expecting the highest of standards, we value each other's achievements and create a safe, caring environment in which the whole child is nurtured.

## **Introduction - what a publication scheme is and why it has been developed**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **Classes of Information**

1. *School Prospectus* – information published in the school prospectus.
2. *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
3. *School Policies and other information related to the school* - information about policies that relate to the school in general
4. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
5. Strategy and performance information, plans, assessments, inspections and reviews.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **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: **head@newlongton.lancs.sch.uk**

Tel: 01772 613470

Contact Address: The Headteacher, New Longton All Saints' C. of E. Primary School, High Barn Lane, New Longton, Preston, PR4 4XA

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

Information will be sent to you within 20 working days.

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.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

### Written Requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### Classes of Information Currently Published

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

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): The name, address and telephone number of the school, and the type of school The name of the Headteacher and the Chair of Governors Information on the school policy on admissions A statement of the school's ethos and values Details of religious education provided, and parents' right to withdraw their child from worship. Information about the school's policy on providing for pupils with SEN and / or disability. Pupil Premium information Sports premium information Number of pupils on roll and attendance figures Assessment results from the last 5 years

#### School information relating to the governing body– this section sets out information published in governing body documents.

Class	Description
Instrument of Government	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 any body 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 £
Minutes <sup>1</sup> of meeting of the	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

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

governing body and its committees	£
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**Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum. Some of these are available on the school website to be downloaded.**

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 (available on school website) £
Accessibility Policy	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. £
Single Equality Policy	Information about the school's policy on providing for children, staff, parents, governors and visitors to school regarding disabilities and promoting race equality £
Collective Worship Policy	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. (available on school website) £
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. (available on school website) £

**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, where appropriate, inspection reports of religious education in those schools designated as having a religious character (available on school website) £
Ofsted inspection Self-Evaluation Form <sup>1</sup>	A statement of the governing body's evaluation of the school's performance. £

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

Charging and Lettings Policies	A statement of the school's policy with respect to charges and lettings 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 (available on school website) £
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 (available on school website) £
Appraisal 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 £
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay. £
Admissions Policy	Statement of the school's policy on admissions (available on school website) £
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: Nicola Gomersall, Headteacher at the 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*  
or

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)

Signed on behalf of the governors

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Date

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New Longton All Saints' C. of E. Primary School  
 Freedom of Information Publication Scheme  
 Annex A – Further documents held by the school

Name of Document	Description
Mission Statement	Mission statement of the school
Attendance	Attendance of children
C.P.D	Professional development for staff
Care and control	Care and control of children
Code of conduct	Conduct of children in school – simple rules
Confidentiality	Confidentiality of staff and governors
Debt management	How we deal with school debts
Disposal of obsolete equipment	How we dispose of old equipment
Energy	How we monitor our energy usage
Health & Safety	All around school
Induction	How new staff and governors are inducted
Information for supply teachers	As in title
Lettings	Who and what we charge for letting parts of the school out
Monitoring	How we monitor areas of the curriculum
School Development	What the school's priorities are for the academic year
Teaching assistants	How teaching assistants are supported and their role
Visitor's policy	What is expected of visitors to our school
Whistleblowing	Who and how to bring professional concerns about school staff and governors up