



**St Oswald's CE (Aided) Primary School**  
**WHOLE SCHOOL FREEDOM OF INFORMATION POLICY**



The policy was written in the Summer term 2015 by the and approved at the Full Governing Body meeting. It is reviewed every 3 years.

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

### **Aims and Objectives**

The school aims to:

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

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

### **Categories of Information Published**

The publication scheme guides you to information which we currently publish 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 Prospectus** – information published in the school prospectus
- **Governors' Documents** – information published in governing body documents
- **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

Most of the above documentation can be located on the school website.

### **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.

**Tel:** 01244 981040

**Email:** [head@stoswald-moll.cheshire.sch.uk](mailto:head@stoswald-moll.cheshire.sch.uk)

**Contact Address:** St Oswald's CE Primary School, Grove Road, Mollington, Chester, Cheshire, CH1 6LG

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST." 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.

### Payment

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

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

Class	Description
<b>School Prospectus</b>	The contents of the school prospectus are as follows <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 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>

### Pupils & Curriculum Policies

Class	Description
<b>Home School Agreement</b>	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.
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
<b>Sex and Relationships Education Policy</b>	Statement of policy with regard to sex and relationship education.

<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs.
<b>Accessibility Plans</b>	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.
<b>Race Equality Policy</b>	Statement of policy for promoting race equality.
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship.
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

### School Policies and other information related to the school

<b>Class</b>	<b>Description</b>
<b>Published reports of Ofsted referring expressly to the School</b>	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.
<b>School Holiday Dates</b>	Details of school session and dates of school terms and holidays.
<b>Health and Safety Policy and risk assessment</b>	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.
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints.
<b>Appraisal of Staff</b>	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.
<b>Staff Conduct, discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance .
<b>Curriculum circulars and statutory instruments</b>	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.

### 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 Chair of Governors, St Oswald's CE Primary School, Mollington, Chester, Cheshire CH1 6LG

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: Chair of Governors

Signed: Headteacher