

# Pear Tree Primary School

# Freedom of Information Policy



<b>Date agreed</b>	<b>March 2017</b>
<b>Date for Review</b>	<b>March 2020</b>
<b>Head Teacher</b>	<b>Boo Edleston</b>
<b>Chair of Governors</b>	<b>Simon Holden</b>
<b>Signed on behalf of the Governing body by: Name: L Wrenshall</b>	<b>Signature:</b> <b>Date: 27 March 2017</b>
<b>Signed by on behalf of the School by: Boo Edleston Head Teacher</b>	<b>Signature:</b> <b>Date:</b>

## **This is Pear Tree Primary School's Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

### **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.

FOIA became law in 2000. FOIA obliges all public authorities to advise requesters whether information falling within the scope of a request is held; and then to communicate that information to the requester in writing. All FOI requests have to be in writing.

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.

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

### **What are the deadlines?**

The processes are statutory. A public authority has 20 working days to provide a response. If the requester is unhappy with the response, they can complain and request that an Internal Review be undertaken. This has to be completed within a maximum of 40 working days.

### **2. 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.

### 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~~ 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 and/ or online

*Governors' Documents* . information published in Part 1 of the governor meetings and in other 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.

### 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.

Tel: **Mrs Boo Edleston**

Contact Address: **Pear Tree Primary School, Pear Tree Field, Stapeley Nantwich**

**Telephone 01270 685155**

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

If the information you are 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. Where there is a charge this will be indicated by a £ sign in the description. **Classes of Information Currently Published**

**Pupils & Curriculum Statements of practice** - 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 is in the children's Pear Tree School Reading Diaries.
Curriculum Statements	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 and Relationships 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 is within the Equality Scheme.
Child Protection Policy/safeguarding	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline and Good behaviour Policy	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** - 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 for Education to the head teacher or governing body relating to the curriculum.

## **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 Chairman of Governors, Pear Tree Primary School, Pear Tree Fields, Stapeley Nantwich.***

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.

Appendix A: Table of Classes with supporting reference to the legal requirement.

School Prospectus	Education (School Information) (England) Regulations 2002 [SI 2000/2897]
Instrument of Government	School Governance (Constitution) (England) Regulations 2003 [SI 2003/348 amended by SI 2003/1916]
Minutes of meetings of the GB and its committees	School Governance (Procedures) (England) Regulations 2003 [SI 2003/1377, amended by SI 2003/1916]
Home-School agreement	Section 110 of the School Standards and Framework Act 1998
Curriculum Policy	Education (School Government) (Terms of Reference) (England) Regulations 2000 [SI 2000/2122] Section 69 of the school Standards and Framework Act 1998.
Sex Education Policy	Section 404 of the Education Act 1996
Special Education Needs Policy	Education (Special Educational Needs) (Information) (England) Regulations 1999 [SI 1999/2506] SEN Code of Practice 2014
Accessibility Plan	Section 28D of the Disability Discrimination Act 1995
Race Equality Policy	Race Relations Act 1976 (Statutory Duties) Order 2001 [SI 2001/3458]
Arrangements for Collective Worship	Section 70 and Schedule 20 School Standards and Framework Act 1998
Careers Education	Section 43 of the Education Act 1997
Child Protection Policy	Section 175 of the Education Act 2002 ( <i>from March 2004</i> )
Pupil Discipline	Section 61 School Standards and Framework Act 1998
Published reports of Ofsted Inspections and post inspection action plan	Sections 16 & 17 of the School Inspections act 1996 Education School Curriculum and Related Information Regulations 1989 [SI 1989/954].
Charging and Remissions Policy	Section 457 of the Education Act 1996
School session times and term dates	Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 [SI 1999/2255] Education (School Curriculum and Related Information) Regulations 1989 [SI1989/954].
Health and Safety Policy and risk assessment	Section 2 & 3 of the Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 [SI 1999/3242]
Complaints procedure	Section 29 of the Education Act 2002
Performance Management of staff	Education (School Government) (Terms of Reference) (England) Regulations 2000 [SI 2000/2122] Education (School Teacher Appraisal) (England) Regulations 2001 [SI 2001/2855]

Staff Conduct, Discipline and Grievance	School Staffing (England) Regulations 2003 [SI 2003/1963]
Curriculum circulars and statutory instruments	Education (School Curriculum and Related Information) Regulations 1989 [SI 1989/954]