

# Orleans Primary School



# Freedom of Information

This policy was adopted and reviewed: September 2018

This Policy will be reviewed: September 2021

Signed Chair of Finance and Premises Committee

Date:

Signed Headteacher

Date:

## **This is Orleans 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.

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.

### **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'. 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 on the school website.

*Governors' Documents* – information published in Governors minutes and in other governing body documents.

*Curriculum Policies* – information about policies that relate to the school curriculum

*Safeguarding Policies* – information about policies that relate to pupil and staff safety

*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.

Email: **info@orleans.richmond.sch.uk**

Tel: **0208 892 1654**

Fax: **0208 744 2844**

Contact Address: **Orleans Primary School, Hartington Road, Twickenham, TW1 6NF**

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 is not 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 box.

#### 6. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the online 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 head teacher 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>

**Governors' Minutes and other Information Relating to the Governing Body**– this section sets out information published in the Governors' Annual Report and in other Governing Body documents.

<b>Class</b>	<b>Description</b>
<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 Meeting of the Governing Body and its Committees</b>	Agreed minutes of meetings of the full governing body. [current and last full academic school year]

**Curriculum Policies** - This section lists policies that relate to the school curriculum.

English	Maths	Science
History	Geography	ICT
Internet Access	Art	DT
PSHE	PE	Music
Sex Education	Inclusion	Healthy Schools
RE		Early Years Foundation Stage (EYFS)

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

**Safeguarding Policies** – This section lists policies that relate to ensuring our pupils and staff are safe and secure at Orleans Primary

Child Protection	Supporting Pupils with a Medical Need	Health and Safety
First Aid	Anti Bullying	Restraint Policy
Home Visiting	Safeguarding	Behaviour Policy
Emergency Planning for Schools	Continence	Equalities Duty 2010

**School Policies and other information related to the school** - This section lists policies that relate to the school in general.

Assessment for Learning	Planning	Monitoring and Assessment
Educational Visits	Charging	Complaints Procedure
Attendance	Behaviour	Managing Attendance at Work
Whistle Blowing	Performance Management	Initial Teacher Training
Learning and Teaching Policy		Ofsted Report

## 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 Miss C.L Grainger.

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)

Freedom of Information Publication Scheme