



## High Bank Junior Infant and Nursery School Freedom of Information Policy

**Review: April 2018**

**Next review: April 2019**

## **High Bank Junior, Infant and Nursery School Freedom of Information Policy**

### **Introduction**

One of the aims of the Freedom of Information Act 2000 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 on our website to download and print off or 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.

### **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 detailed later in this policy.

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

- School Prospectus – information published in the school prospectus.
- School Profile - online
- 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.

### 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@highbankschool.co.uk  
Tel: 01274 875330  
Contact Address: High Bank Junior, Infant and Nursery School, Liversedge  
WF15 8LD

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 hold it.

### Paying for Information

Single copies of information covered by this publication are provided free unless stated otherwise in this policy. 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.

<b>Class</b>	<b>Description</b>
<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>▪ 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 being treated less favourably than other pupils; 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></ul>

**School Profile and other information relating to the Governing Body** – this section sets out information published in the School Profile and in other Governing Body documents.

Class	Description
School Profile	The contents of the School Profile are as follows: <ul style="list-style-type: none"> <li>▪ Performance data</li> <li>▪ Summary of OFSTED report</li> <li>▪ School Development Plan</li> </ul>
Instrument of Government	<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</li> </ul>
Minutes of governing body meetings	Agreed minutes of meetings of the governing body and its committees. NB: Some information might be confidential or otherwise exempt from publication by law- we cannot therefore publish this.

**Pupils and curriculum policies** – this section gives access to information about policies that relate to pupils and the school curriculum.

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 e.g. homework arrangements.
Curriculum policy	Statement on the school's policy for 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 in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality policy	Statement of policy for promoting race equality.
Safeguarding policy	Statement of policy for safeguarding and promoting welfare of pupils at school.
Pupil behaviour and safety policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher 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.

Class	Description
Ofsted	Published report of the last inspection of the school.
Charging and remissions policy	A statement of the Governing Body's evaluation of the school's performance.
School sessions times and term dates	Details of school sessions times and dates of school terms and holidays.

Health and Safety policy	Statement of policy with respect to health and safety at work of employees (and others) and the organization and arrangements for carrying out the policy.
Complaints procedure	Statement of procedures for dealing with complaints.
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 teacher's pay including procedures for determining teacher's grievances in relation to their pay.
Staffing structure	The school's plan for the implementation of any changes to its staffing structure following statutory reviews.
Curriculum information	Any statutory instruments, departmental circulars and administrative memoranda by the Department of Education and Skills to the Headteacher of Governing Body relating to the curriculum.
Admissions policy	Statement of the school's policy on admissions.

### **Feedback**

We welcome any comments or suggestions you may have about the scheme. Please address any comments or complaints to the head teacher.

### **Complaints**

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint, please follow the school's Complaints Procedure. If you remain dissatisfied, formal complaints should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the freedom of Information Act 2000. They can be contacted at **Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.**