

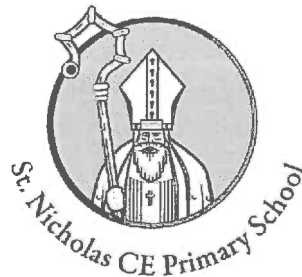
# ST. NICHOLAS C/E PRIMARY SCHOOL, HURST

## Freedom of Information Policy

This policy is written in the spirit of our mission statement:

*'Delivering a firm foundation for our children's future success by celebrating individual and community achievement, built on Christian values.'*

Our school Christian values include: *Respect, Thoughtfulness, Perseverance and Friendship.*



Document History
Previous document: Freedom of Information Policy
Previously updated: Summer 2016
Updated:
Review Frequency: Every 3 years

Prepared by: Matthew Harris

Agreed by the Governors on:

Signed:



(Chair of Governors)

Review date – Autumn Term 2022

Operations Committee

**St Nicholas (CE) Primary School, Hurst Publication Scheme  
relating to information available under the Freedom of Information Act 2000**

*The governing body is responsible for the 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 for you on request in paper form but may be chargeable.**

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:

- educate our children in a secure happy environment, fostering attitudes of mutual respect and responsibility and promoting links between home, school, the church and the village community.
- direct our total educational resources towards achieving the highest standards of education within a Christian environment where all children can grow into confident learners, discovering and developing their different gifts and talents and realising their full potential.

With this foundation firmly based on care and respect for one another and tolerance of other people and their views, we trust our children will meet the challenges of the future and fulfil their chosen role in society.

**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 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.

### 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 or letter. Contact details are set out below.

Email: admin@st-nicholas.wokingham.sch.uk  
Tel: 0118 934 0727  
Contact Address: St Nicholas CE Primary School  
School Road  
Hurst  
Berkshire  
RG10 0DR

Web: <http://www.st-nicholas.wokingham.sch.uk/>

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

Please note that if the information you're looking for doesn't appear to be available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

### 5. Paying for information

When information is published on our website it will be free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we must 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 DVDs we will let you know the cost before fulfilling your request.

## 6. Classes of Information Currently Published

### School Prospectus

Documents	Description
<b>School Prospectus</b>	<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' Documents

Documents	Description
<b>Governing Body Documents</b>	<ul style="list-style-type: none"> <li>details of the governing body membership, including name and contact details of chair and clerk</li> <li>a statement on progress in implementing the action plan drawn up following an inspection</li> <li>a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>a description of the school's arrangements for security of pupils staff and the premises</li> <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> <li>a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> <li>policy changes</li> </ul>

<b>Documents</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 way 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 anybody 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 of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p> <p>Terms of Reference: full governing body, committees'.</p>
<b>Governor procedures and timetable</b>	<p>Model agendas for full governing body and committees for the year to ensure all regular items are addressed. The aims are: committees are delegated to do as much as possible, with exceptional items being brought from committees onto the full governors' agenda; and that the full governing body has time for strategic discussion.</p>
<b>Governors' Code of Practice</b>	<p>All governors agree to this code on how they will conduct their work as governors both inside and outside of meetings.</p>
<b>Governors' Expenses</b>	<p>Description of allowances governors can claim in respect of actual expenditure incurred whilst attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body. The allowances rates are precisely defined.</p>
<b>Governors' Induction</b>	<p>Arrangements to ensure new governors are fully informed about the school and the work of governors.</p>
<b>Governors' Visits to School</b>	<p>Arrangements to ensure governors can keep in touch with what is happening in the classroom, so they can understand some of the issues they are required to discuss and make decisions with greater clarity.</p>
<b>Freedom of Information Access Policy</b>	<p>Sets out the procedure for dealing with a request for information covered by the FOI Act</p>
<b>Governors' Curriculum Policy</b>	<p>Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school</p>

## Pupils and Curriculum Policies

<b>Documents</b>	<b>Description</b>
<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>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Whole School Policy</b>	A Summary of the School Ethos
<b>English Policy</b>	Statement of the curriculum covered in this key subject area
<b>Science Policy</b>	Statement of the curriculum covered in this key subject area
<b>RE Policy</b>	Statement of the curriculum covered in this key subject area
<b>Mathematics Policy</b>	Statement of the curriculum covered in this key subject area
<b>History Policy</b>	Statement of the curriculum covered in this key subject area
<b>Geography Policy</b>	Statement of the curriculum covered in this key subject area
<b>Physical Education Policy</b>	Statement of the curriculum covered in this key subject area
<b>Design and Technology Policy</b>	Statement of the curriculum covered in this key subject area
<b>Art &amp; Design Policy</b>	Statement of the curriculum covered in this key subject area
<b>Music policy</b>	Statement of the curriculum covered in this key subject area
<b>Modern Foreign Languages Policy</b>	Statement of the curriculum covered in this key subject area
<b>ICT Policy</b>	Statement of the curriculum covered in this key subject area
<b>ICT Vision Policy</b>	Statement of Policy Laying out broad goals of ICT provision in school
<b>E-Safety Policy</b>	Supplement to ICT policy to reflect the need to raise awareness of safety issues associated with electronic communication as a whole
<b>Library Policy</b>	Written in the Spirit of our mission statement
<b>PSHE and Citizenship Policy</b>	Written in the spirit of our mission statement, a policy outlining the planned learning opportunities and experiences for pupils Personal, social and health education ( <b>PSHE</b> ) to help them grow and develop.
<b>Gifted and Talented Policy</b>	Written in the spirit of our mission statement, outlining subject aims, objectives, planning and evaluation with more able students in mind
<b>Assessment and Moderation Policy</b>	Statement of Policy outlining assessment procedures
<b>Drugs Education Policy</b>	Statement of Policy Relating to Drugs education in school
<b>Equal Opportunities Policy</b>	Statement of Policy relating to Equal Opportunities within school
<b>Sex and Relationship Education Policy</b>	Statement of policy with regard to sex and relationship education

<b>Behaviour Policy</b>	Statement of general principles on behaviour expected in school and discipline procedures
<b>Anti-bullying Policy</b>	Statement of Policies showing measures taken to deal with bullying and prevention of it.
<b>Race Equality Policy</b>	Statement of policy for promoting race equality
<b>Safeguarding Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Early Years Foundation Stage</b>	Statement of Policy for Education of Children in the Early Years Foundation Stage at the school
<b>Special Education Needs Policy</b>	Information on the school's policy on providing for pupils with special educational needs. Includes plans 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>Teaching and Learning Policy</b>	Statement of policy relating to Teaching and Learning with-in the school
<b>Whole School Food Policy</b>	Statement of policy regarding Healthy Eating
<b>Medical</b>	Sets out procedures for helping children who attend school while having medical needs

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

<b>Documents</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>Post-Ofsted inspection action plan</b>	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
<b>Charging and Remissions Policies</b>	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
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body
<b>Leave of Absence Policy</b>	A Statement of the Policy on decisions regarding staff requests for time off
<b>Capability Policy</b>	School's Policy on dealing with situations where an employees health no longer makes it possible for them to carry out their work to the required standard and/or where an employee is unable to maintain a satisfactory level of work performance
<b>Code of Conduct and Personal Behaviour</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Disciplinary Procedures</b>	Procedures set out to enforce standards of employees conduct
<b>Emergency Action Plan</b>	Action required in an emergency
<b>Family Care</b>	Ensures employees are given support to manage family responsibilities and balance this with need to maintain service delivery
<b>Grievance</b>	Procedure to ensure employees are able to raise a grievance or complaint and that it is resolved as quickly and fairly as possible
<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>Income Statement</b>	Statement of school's procedure when dealing with income



<b>Induction and Probation</b>	Statement defines management of staff induction process and probation period
<b>Inventory and Asset Management</b>	Statement of school's management of its inventory and assets
<b>Lettings</b>	Statement of school's out of hours lettings policy
<b>Pay and Performance Management</b>	Policy on pay and performance management for staff
<b>Purchasing</b>	Statement of ordering procedures and authorized expenditure limits
<b>Redundancy</b>	Policy and procedure for handling staff redundancies
<b>Recruitment</b>	Policy and procedure for recruiting staff
<b>Sickness/ Absence</b>	Managing sickness and absence for school-based staff
<b>Smoking</b>	No smoking policy within school
<b>Whistleblowing</b>	Outlines procedures to encourage staff to raise concerns about any suspected malpractice
<b>Annex A – Other Documents</b>	Annex A provides a list of other documents that are held by the school and are available on request

**St Nicholas CE Primary School, Hurst  
Freedom of Information Publication Scheme  
Annex A – Further documents held by the school**

<b>Name of Document</b>	<b>Description</b>
<b>Parent Council Briefing Pack</b>	An outline of the role of a parent council representative within school.
<b>Parent Council Minutes</b>	
<b>Letters to parents</b>	Newsletters, Events lists, Trip letters, Curriculum letters
<b>Register of business interests</b>	

## **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 Head teacher.

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 545 745 or 03031231113**  
**Fax: 01625 524510**

**E Mail: [notification@ico.gsi.gov.uk](mailto:notification@ico.gsi.gov.uk)**  
**Website : [www.ico.gov.uk](http://www.ico.gov.uk)**

## Access Policy in accordance with the Freedom of Information Publication Scheme: details

The following policy sets the procedure for dealing with a request for information covered by the FOI Act. The aim of the scheme is to promote the availability of information held by the school in a pro-active way and to promote a sense of openness, whilst protecting personal or sensitive information

- Straightforward requests can be requested by telephone or in person and the information supplied
- All complex requests for information should be in writing (includes fax and e-mail)
- The request should state the enquirers name, and correspondence address (includes e-mail)
- The request should describe clearly and precisely the information requested
- If a fee is chargeable a 'fees notice' should be issued to the enquirer
- If the information is not held by the school the enquirer should be informed immediately
- If the information is included within the Freedom of Information Publication Scheme the information should be provided
- If an exemption applies it must be decided whether the exemption is qualified or absolute
- If the exemption is absolute the information must not be supplied, and a refusal notice must be given in writing to the enquirer stating clearly why the information requested has been refused
- If the exemption is absolute a 'public interest test' must be carried out
- If a request is made for a document contains exempt personal information a redaction procedure should be undertaken
- All enquiries should be met within a 20-working day deadline
- All refusals for request of information should be recorded in the logbook supplied
- Information held within the FOI Act Publication scheme should be reviewed by the Governing body on a yearly basis
- The Publication Scheme model should be reviewed as and when required.
- The head teacher has day to day to day responsibility for maintenance of the scheme
- The governing body must designate an individual responsible for coordinating the scheme and related policies
- All staff must be made fully aware of the FOI Act
- The Data Protection Code of practice should be followed to at all times
- The code of practice for record keeping should be followed at all times