



Leckhampton
C of E Primary School

Freedom of Information Policy

November 2016
To be reviewed November 2017



open hearts open minds open doors

Our Values

At Leckhampton C of E Primary School, we strive to be the best we can be and aim to help all children develop a love of lifelong learning in a warm, vibrant and caring environment. At the heart of our Leckhampton family are our core values:

Respect Compassion Responsibility Perseverance

Our School Aims:

- Excellence and effort
- Inclusion and diversity
- Fairness and equality
- Supportive parent partnerships
- Community and Church partnerships
- Our well-resourced and exciting learning environment
- Our commitment to safeguarding children
- Our dedicated team of staff and governors



Open Hearts is about being kind and including everyone, **Open Minds** is to do with being adventurous and thinking outside the box. **Open Doors** lets you know that everybody is welcomed into our family.

This is Leckhampton C.E. Primary School 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 schools aims are listed above.

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 Website Requirements

Governors' Documents – information and documents published by the governing body.

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 or you can visit our website at www.leckhampton.gloucs.sch.uk

Email: admin@leckhampton.gloucs.sch.uk

Tel: 01242-524062

Fax: 01242-256222

Contact Address: Leckhampton. C.E. Primary School, Hall Road,
Leckhampton, Cheltenham GL53.0HP

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 and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is 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.

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 Website Requirements

Class	Description
School Website	<p>The statutory contents of a schools website are as follows;</p> <ul style="list-style-type: none"> • The name, postal address and telephone number, and the name of a person to whom enquiries should be addressed. • details of the school's pupil premium allocation and plans to spend it in the current year; and, for the previous years, a strategy of how the money was spent and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated; • details of the school's curriculum, content and approach, by academic year and by subject and approach to phonic and reading schemes (for primary schools); • where applicable, details or links to the school's admission arrangements, including its selection and oversubscription criteria, published admission number and the school's process for applications through the local authority ; • details of the school's policies on behaviour, charging and remissions, and SEN and disability provision; • links to the school's Ofsted reports and DfE School Performance Tables and details of the school's latest Key Stage 2 attainment and progress measures as presented in the School Performance Tables; • a statement of the school's ethos and values <p>Our website is at www.leckhampton.gloucs.sch.uk</p>

Governors' Documents

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Pupils & 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 for example homework arrangements
Relationship and Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs and Disabilities Policy SEND Information Report	Information about the school's policy on providing for pupils with special educational needs
Supporting pupils with medical conditions	Information on how the school supports children with medical conditions ensuring equality and inclusion.
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.
Equalities Scheme	Statement of policy and provision ensuring equality for all.
Collective Worship	Statement of arrangements for the required daily act of collective worship (school prospectus)
Child Protection Policy	Statement of policy for child protection and safeguarding and promoting welfare of pupils at the school.
Behaviour and Discipline Statement and 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.

Class	Description
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
Admissions arrangements	School Admissions arrangements can be found through the GCC website
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
Pay Policy	Statement of policy with respect to pay.
Data Protection Policy	Statement of general policy with respect to the protection of data.
Curriculum circulars and statutory instruments	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

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 Headteacher.

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.

Website : www.informationcommissioner.gov.uk