



Freedom of Information Publication Scheme

Date of policy	4 th October 2016
Review date	4 th October 2019
Headteacher's signature	<i>Signed copy on file in HT office</i>
Chair of Governors' signature	<i>Signed copy on file in HT office</i>

Freedom of Information Publication Scheme

Introduction

This is Glade Primary School's Publication Scheme on information available under the Freedom of Information Act 2000. 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.

Aims and Objectives

We aim to ensure every child receives the highest standard of teaching and learning tailored to their individual needs. We achieve this by:

- Providing a firm foundation for learning within a broad and balanced curriculum.
- Engaging children in learning that is challenging, fun and excites their imagination.
- Encouraging co-operative learning.
- Ensuring that children understand what they need to do to make progress.
- Having high expectations of pupil behaviour at all times.
- Ensuring that every child feels valued
- Promoting respect for self and others amongst all members of the school community
- Encouraging parental involvement in learning.

This publication scheme is a means of showing how we are pursuing these aims.

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 classes are listed in Appendix 1. The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus/Website – general information about the school
- Governors’ Documents – including minutes of meetings and any other public documents
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies regarding the overall management of 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, fax or letter. Contact details are set out below:

Email: office@glade.suffolk.sch.uk

Tel: 01842 811580

Address: Glade primary School, Knappers Way, Brandon, Suffolk, IP27 0DA

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 have it.

Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in Appendix 1. 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.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you wish 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, Glade Primary School, Knappers Way, Brandon, Suffolk, IP27 0DA.

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

Phone: 0303 123 1113

Website : www.ico.org.uk

Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus	
Class	Description
School Prospectus	<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"> • The name, address and telephone number of the school, and the type of school. • The names of the head teacher and Chair of Governors. • Information on the school policy on admissions. • A statement of the school's ethos and values. • 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. • Information about the school's policy on providing for pupils with special educational needs • Number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures. • The arrangements for visits to the school by prospective parents. • School session times and term dates.

Governors' information – this section sets out information regarding the work of the Governing Body	
Class	Description
Governors' Information	<ul style="list-style-type: none"> • Instrument of Government. • 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 school policies	
Class	Description
Policies that relate to pupils & the curriculum	<ul style="list-style-type: none"> • Art • Assessment • Marking and Feedback • Teaching & Learning/Curriculum • Smoking & Drugs • Early Years Foundation Stage • Homework • PSHE and Citizenship • R.E. and Collective Worship • Sex and Relationships Education
Policies that relate to the school in general	<ul style="list-style-type: none"> • Acceptable use of ICT and Mobile Phone • Attendance • Bad Debt and Redundant Equipment • Behaviour and Anti-Bullying • Best Value • Charging and Remissions • Complaints • Disability Equality Scheme and Accessibility Plan • Equality • Finance • Freedom of Information • Governors Expenses • Health and Safety • Induction & mentoring • Pecuniary Interest • Performance Management • Photography in school • Safeguarding Children • SEN • Staffing & Pay • Visiting • Well Being • <i>Published reports of Ofsted referring expressly to the school</i>