



Princecroft

PRIMARY SCHOOL

Incorporating The Hive Nursery

Freedom of Information Publication Scheme Policy

Issue date	
Review date	Oct 2021
Date of next policy review	Oct 2023

This policy is in line with the Single Equality Policy

**Princecroft Primary School
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Wiltshire
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Freedom of Information Publication Scheme

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 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.

2. Aims and Objectives

This school aims to:

- Enable every child to fulfil their learning potential with education that meets the needs of every child.
- Help every child to 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 web site – information published on the school website.

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.

Contact address: Princecroft Primary School, Princecroft Lane, Warminster, Wiltshire BA12 8NT

Email: admin@princecroft.wilts.sch.uk

Website: Princecroft School

Tel: 01985 212704

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please). All requests will be responded to within 20 working days of receipt (not including school holidays).

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it. If you do not have internet access, you can access our web site using a library or internet cafe.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

If your request means that a charge will be incurred (ie because 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.

6. Classes of Information Currently Published

School Website – this section sets out information published on the school website.

Class	Description
School Website	<p>From September 2012 regulations no longer require schools to publish a prospectus, thus avoiding duplication of effort, and unnecessary cost. Instead, schools will be required to publish key information online.</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

	<ul style="list-style-type: none"> • 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 (SEN Policy) • Number of pupils on roll and rate 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.
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Information relating to the governing body including Governors' Annual Report.

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 four 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 took effect
Meeting of the Governing body & its committees	Agreed minutes of meetings of the governing body and its committees (<i>current and last full academic school year</i>)

Pupils and Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Curriculum Policies	From September 2012 regulations no longer require schools to have a curriculum policy, thus avoiding duplication of effort, and unnecessary cost. Instead, schools will be required to publish key information online.

School Policies and other information related to the school – This section gives access to information about policies that relate to the school in general. From October 2012 the list of statutory policies was reduced to the following four categories and types of information.

Class	Description
Statutory policies required by education	Charging & Remission Policy; Behaviour Policy; Relationships and Sex Education Policy;

legislation	Special Educational Needs Policy; Teachers Appraisal Policy; Teachers Pay Policy.
Statutory policies required by other legislation, which impact particularly on schools	Data Protection Policy; Health and Safety Policy
Other statutory documents	Admissions arrangements; Accessibility plan; Written statement of behaviour principles; Central record of recruitment and vetting checks; Complaints procedure statement; Freedom of Information publication scheme; Governors' allowances (schemes for paying); Instrument of government; Minutes of, and papers considered at, meetings of the governing body and its committees; Premises management documents; Equality information and objectives (public sector equality duty) statement for publication; School information published on a website; Register of business interests of head teachers and governors; Register of pupils' attendance; Staff discipline, conduct and grievance (procedures for addressing);
Documents referenced in statutory guidance	Child protection policy and procedures; Early Years Foundation Stage (EYFS); Statement of procedures for dealing with allegations of abuse against staff

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 School Office.

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: 01925 545700

E Mail:publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk