

# **Codicote c of E Primary School Policy for Freedom of Information**

**Date agreed: 5<sup>th</sup> May, 2005 following consultation with the governing body  
Reviewed September 2008.**

Our full title and address for sending requests for information is:

'Publication Scheme Request' Codicote Primary School, Meadow Way, Codicote, Herts. SG4 8YL

The person responsible for maintenance of this scheme is: Liz Pollard Headteacher

## **Introduction**

The Freedom of Information Act 2000 (referred to as FOIA in the rest of this document) states that public authorities, including maintained schools should be clear and proactive about the information they will make public.

This scheme sets out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment.
- The time within which a request is responded to.

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.

## **Aims and objectives**

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of every child.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

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

## **Categories of information published**

We currently publish:

- School prospectus – information published in the school prospectus
- Governors' documents – information published in the Governors Annual Report and in other governing body documents
- Pupils and 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.

## **Requesting 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.

Email: [admin.codicote@thegrid](mailto:admin.codicote@thegrid)

Telephone: 01438 820255

Fax: 01438 821162

Contact address: Codicote Primary School

Meadow Way,

Codicote

Herts SG4 8YL

Website: <http://www.codicote.herts.sch.uk>

To help us to process your request quickly, please clearly mark any correspondence PUBLICATION SCHEME REQUEST.

If the information you are looking for isn't available via the scheme, you can still contact the school and ask if we have it.

### **Paying for information**

Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

### **Timescale for responding to requests for information**

Requests are responded to within 20 working days. If a qualified exemption applies and more time is needed to consider the public interest test, a reply is made within 20 days stating that an exemption applies, and a date given by which a decision will be reached. This will be within 10 working days.

### **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 at the school's discretion):</p> <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, and contact details for, the headteacher and chair of governors.</li><li>• information about 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></ul>

**Governors' Annual Report and other information relating to the governing body** - this section sets out information published in the Governors Annual Report and in other Governing Body documents.

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"><li>• details of the governing body membership, including name and address of chair and clerk.</li><li>• a statement on progress in implementing the action plan drawn up following an</li></ul>

	<p>inspection.</p> <ul style="list-style-type: none"> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses.</li> <li>• information about school security.</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; and details of existing facilities to assist access to the school by pupils with disabilities.</li> <li>• the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• 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>• the school's targets for Key Stage 2</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li> </ul>
<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 manner in which the governing body is constituted.</li> <li>• The name of any person 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 of the school.</li> <li>• The date the instrument takes effect.</li> </ul>
<b>Minutes of meeting of the Governing Body and its committees</b>	Minutes from governing body and committee meetings

**Pupils & Curriculum Policies** - this section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Home - school agreement</b>	Written 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>Curriculum Policy</b>	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
<b>Sex Education Policy</b>	Written statement of policy with regard to sex education.
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship.
<b>Pupil Discipline</b>	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

**School Policies** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
<b>Reports of School Inspections under Sections 10 and 23 of the School Inspections Act 1996</b>	Report of an inspection of the school and the summary of the report.
<b>Post Inspection action plan</b>	A plan setting out the actions required following an inspection.
<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 of which charges are permitted, for example music tuition, trips.
<b>School session times</b>	Details of school session and dates of school terms and holidays.
<b>Special Education Needs</b>	Information about the school's policy on providing for pupils with special educational needs.
<b>Accessibility Plans</b>	Written plan of improvements to access for pupils with disabilities
<b>Health and Safety Policy</b>	Written 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>Child Protection Policy</b>	Statement of general principles on Child Protection arrangements
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints.
<b>Staff Performance management</b>	Statement of procedures adopted by the governing body relating to staff performance management
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

### **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 Mrs Liz Pollard 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 the formal complaints. They can be contacted at:

Information Commissioner  
Wycliffe House,

Water Lane, Wilmslow, Cheshire SK9 5AF or Enquiry information Line: 01625 545 700

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)