

# Freedom of Information Policy

## Furneux Pelham CE Primary School



Together we care, inspire  
and achieve excellence

<b>Approved by:</b>	Full Governing Body	<b>Date:</b> February 2021
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<b>Next review due by:</b>	February 2024
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Signature ..... Date .....

Head Teacher

Signature ..... Date .....

Chair of Governors

## 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 school aims to enable all children to

- Reach the highest standard possible in all that they do by providing them with the necessary skills and attitudes that will enable them to continue their education with high self-esteem and personal confidence.
- Develop imaginative and enquiring minds and the ability to apply themselves to tasks, taking a full and active part in their own learning.
- Acquire understanding, knowledge and skills in intellectual, creative, physical and interpersonal development and in this always try to do their personal best.
- Celebrate their achievements and those of others.
- Develop their personal moral values and spirituality.
- Recognise the values which make people good citizens of the world even though they may have a different culture and beliefs.

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 Prospectus** – information published in the school prospectus / brochure.
- **Governors' Documents** – information published on the school website and in other 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, fax or letter. Contact details are set out below.

Email **admin@furneuxp.herts.sch.uk**  
Tel: **01279 777344**  
Fax: **01279 777927**

Contact Address: **Furneux Pelham School, Furneux Pelham, Hertfordshire, SG9 0LH**

or you can visit our website at [www.furneuxpelham.eschools.co.uk](http://www.furneuxpelham.eschools.co.uk)

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 or an Internet café.

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 Prospectus** – this section sets out information published on the school website.

Class	Description
<b>School website</b>	<p>This section sets out specific information published on the school website, in accordance with the School Information (England) (Amendment) Regulations 2012 (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"><li>• The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• Information as to where and by what means parents may access the most recent report about the school published by her Majesty's Chief Inspector of Education, Children's Services and Skills.</li><li>• The school's most recent key stage 2 results as published by the Secretary of State.</li><li>• Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education's website.</li><li>• Information about the school curriculum— (a) in relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained; (b) in relation to key stage 1, the names of any phonics or reading schemes used.</li><li>• The Behaviour Policy</li></ul>

	<ul style="list-style-type: none"> <li>• The school's allocation of Pupil Premium grant and details of how it is intended it will be spent; details of how the previous academic year's allocation was spent and its impact on attainment</li> <li>• Information about the school's policy on providing for pupils with special educational needs including SEND Information Report</li> </ul>
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**Governors' Documents and other information relating to the governing body** - this section sets out information published on our website and in other governing body documents.

<b>Class</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 manner in which 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 any body 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 <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees

**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>
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
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
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.
Equality Policy	Statement of policy for promoting equality
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

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

<b>Class</b>	<b>Description</b>
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.
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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## 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 chair of governors [chair@furnexp.herts.sch.uk](mailto:chair@furnexp.herts.sch.uk)

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

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

**Furneux Pelham School  
Freedom of Information Publication Scheme**

**Annex A – Further documents held by the school**

Name of Document	Description
Online Safety Policy	This policy includes safe use of the Internet, e-mail and ‘user agreement forms’
Charging and Lettings Policy	Policy outlining General Charges made by the school for lettings and use of its facilities.
Attendance Policy	This policy sets out the school’s plans to encourage and support parents with good attendance including procedures around requesting sessions of absence and how attendance data is held.
Home – school agreement	Statement of the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils
Home-Learning Policy	This policy is clear about how home learning is used to enhance learning at home and supports children’s progress in school
Collective Worship Policy	This outlines the school’s delivery of Collective Worship and details of how a child can be withdrawn from this.
Teaching and Learning Policy	This policy outlines the school’s approach to teaching and learning
Sports Premium report	This details the grant the school receives, how it has been [or will be] spent and the intended impact of this spend
Health and Safety Policy	A policy that outlines procedures and protocols in school that enable the school environment to operate in a safe and manageable way that protects all stakeholders.
Emergency Plan	This plan is the operational procedures of how the school will react if and when an emergency occurs.