

# Redmile Church of England Primary School



## Freedom of Information Policy 2014-2017

Information available under the  
Freedom of Information Act 2000

### 1 Rationale:

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:

As a Church of England Controlled School our overall aim is to provide high quality education within the context of our Christian principles. As a Church School our aim is that:

Together **We** (all our staff, governors, pupils and parents) make Redmile School the happiest, friendliest and most thriving school it can be by always focusing on the things that really matter to us:

<b><i>'Learning together and having fun'</i></b>	
<b>Learning and teaching</b> <ul style="list-style-type: none"> <li>• We help and support each other to learn, develop and achieve</li> <li>• We encourage independent thinking and working</li> <li>• We explore possibilities</li> <li>• We aim to be the best we can be</li> </ul>	<b>Making Good Choices</b> <ul style="list-style-type: none"> <li>• We will make confident, sensible choices</li> <li>• We will make the most of all the opportunities open to us</li> <li>• We know how to be safe, happy and healthy</li> <li>• We prepare for our future</li> </ul>
<b>Community</b> <ul style="list-style-type: none"> <li>• We can achieve more together</li> <li>• We have a strong team spirit</li> <li>• We help and support our local community</li> <li>• We appreciate and look after our rural environment</li> </ul>	<b>Enjoyment</b> <ul style="list-style-type: none"> <li>• We enjoy what we do</li> <li>• We have fun at school</li> <li>• We enjoy learning together</li> <li>• We celebrate our successes</li> </ul>
<b>Open and Caring</b> <ul style="list-style-type: none"> <li>• We are kind and caring to everyone</li> <li>• We are open and honest</li> <li>• We value our friendships and partnerships with others</li> <li>• We look out for each other and help one another</li> </ul>	
<b>We are true to our Christian faith and have respect for others</b>	

These aims are achieved through all school policies and schemes of work. It is realised through effective working partnerships between staff, pupils, parents and governors, other schools, the LA and the wider community.

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. See Appendix A. This is split into categories of information known as "classes".

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\*
- 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.

- o School Policies and other information related to the school - information about policies that relate to the school in general.

\*Although it is no longer a statutory requirement to have a school prospectus, the Governors of Redmile CE Primary have elected to continue with the prospectus as a central source of information for parents regarding the day to day organisation of the school.

#### **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.

Email: [info@redmile.leics.sch.uk](mailto:info@redmile.leics.sch.uk)

Tel: 01949 842429

Website: [www.redmile.leics.sch.uk](http://www.redmile.leics.sch.uk)

Contact address: Redmile CE Primary School 6 Belvoir Road, Redmile, Notts NG13 0GL

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 is not available via the scheme 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 do not have internet access you can access our website using the 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 recordings 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:***

The school prospectus is reviewed annually in the summer term in readiness for the next academic year. Due to the non-statutory nature of the prospectus, items may be included in the prospectus at the school's discretion, however, the following will be included:

- o The name, address and telephone number of the school, and the type of school
- o The names of the head teacher and chair of governors
- o Information on the school policy on admissions
- o A statement of the school's ethos and values
- o 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
- o Information about the school's policy on providing for pupils with special educational needs
- o Number of pupils on roll

- SATs results for appropriate Key Stages, with national summary figures
- The arrangements for visits to the school by prospective parents

### ***Governors' Reporting:***

The content of the governors' published information for parents are as follows. Some are to be found within the School Prospectus others can be accessed on request.

- Details of the governing body membership, including name and address of chair and clerk
- A financial statement, including gifts made to the school and amounts paid to governors for expenses
- A description of the school's arrangements for security of pupils, staff and the premises
- The governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year
- 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; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- Number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- A statement of the extent to which proposals in the post-inspection action plan have been carried into effect
- Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) unless there is a requirement that these are confidential.

### ***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 anybody 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

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

- Home-school agreement: a 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.
- Teaching & Learning (Curriculum) Policy: a statement on following the policy for the curriculum subjects currently used by the school.

- Sex Education Policy: a statement of policy with regard to sex and relationships education.
- Special Education Needs Policy: Information about the school's policy on providing for pupils with special educational needs.
- Accessibility Plan: 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.
- Race Equality Policy: a statement of policy for promoting race equality
- Collective Worship Policy: a statement of arrangements for the required daily act of collective worship
- Safeguarding Policy (Child Protection): a statement of policy for safeguarding and promoting welfare of pupils at the school.
- Behaviour Policy: a statement of general principles on behaviour and discipline and of measures taken by the Head Teacher and teachers 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.
- 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 Policy: 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 can be found on the school website.
- Health and Safety Policy: statements 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: a statement of procedures for dealing with complaints.
- Performance Management of Staff: a 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: a 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 and Skills to the head teacher or governing body relating to the curriculum.
- Equality procedure: a policy on equality in all aspects of school life.

- Anti-bullying: a statement of policy on the school's view of bullying within the school and actions taken.
- Administration of medicines: a statement of policy regarding the administration of medicines to pupils in the school.

## 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 Head Teacher.

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)

To be reviewed and amended by the Finance Committee Spring 2017

Adopted Spring 2014

Circulated to all governors Spring 2014

# Freedom of Information

## Guide to information available from Redmile CE PRIMARY School under the model publication scheme

### Appendix A

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	Prospectus - Hard Copy Website	Free
Who's who on the governing body and the basis of their appointment	Hard Copy	Free
Instrument of Government	Hard Copy	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website Prospectus Website	Free
School prospectus	Hard Copy Website	Free
Staffing structure	Website	Free
School session times and term dates	Newsletter - Hard Copy Website	Free

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### Guide to information available from Redmile CE PRIMARY School under the model publication scheme

<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual budget plan and financial statements	Hard Copy	£10.00
Capitalised funding	Hard Copy	£10.00
Additional funding	Hard Copy	£10.00
Procurement and projects	Hard Copy	£10.00
Pay policy	Hard Copy	£10.00
Staffing and grading structure	Hard Copy	£10.00
Governors' allowances	Hard Copy	£10.00
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> </ul> </li> </ul>	<p>Website            Prospectus</p>	Free



## Freedom of Information

### Guide to information available from Redmile CE PRIMARY School under the model publication scheme

- Full report		
Performance management policy and procedures adopted by the governing body.	Hard Copy	£10.00
Schools future plans	Hard Copy	£10.00
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Hard copy	£10.00
Admissions policy/decisions (not individual admission decisions)	LA/School Website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy	£10.00
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as confidential to the meetings.	Hard Copy	£10.00
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Discipline and grievance policies</li> </ul>	Hard Copy Website	£10.00

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<ul style="list-style-type: none"> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex and relationship education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Equality Policy &amp; Plan</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>	Hard Copy and/or Website	£10.00 Free
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard Copy	£10.00
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Hard Copy	£10.00
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	

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Curriculum circulars and statutory instruments	Hard Copy	£10.00
Disclosure logs	Hard Copy	£10.00
Asset register	Hard Copy	£10.00
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard Copy	£10.00
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard Copy Website	Free Free
Out of school clubs	Hard Copy Website	Free Free
School publications	Hard Copy and/or website	Free
Leaflets books and newsletters	Hard Copy Website	Free Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

# Freedom of Information

## Guide to information available from Redmile CE PRIMARY School under the model publication scheme

Contact details: Mrs J V Hopkins  
Redmile CE Primary School  
6 Belvoir Road  
Redmile  
Notts NG13 0GL

E-mail: [info@redmile.leics.sch.uk](mailto:info@redmile.leics.sch.uk)

Telephone: 01949 842429

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation of The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
<b>Other</b>	Admin time for photocopying and distributing @ £10 per hour	Actual cost

\* the actual cost incurred by the public authority