



# Be The Change

'BE THE CHANGE YOU WISH TO SEE IN THE WORLD'

# Be the Change

## FREEDOM OF INFORMATION POLICY

### 2018

Approved by Board of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

## REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Changes made	Date of Revision
Version 1	Original	
Version 2		
Version 3		
Version 4		
Version 5		
Version 6		

# **PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000**

The Board of Trustees is responsible for the maintenance of this scheme.

## **INTRODUCTION**

### **What is a publication scheme and why has it been developed?**

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we produce a publication scheme, setting out:

- (i) The classes of information which we publish or intend to publish;
- (ii) The manner in which the information will be published;
- (iii) Whether information is available free of charge or on payment.

Personal information held by the school will not be made public: section 40(2) FOIA.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **1. AIMS AND OBJECTIVES**

The schools are profoundly committed to exacting high standards, to demanding excellence from its staff and students

All documents within the publication scheme are a means of identifying how we pursue these aims.

## **2. CATEGORIES OF INFORMATION PUBLISHED**

2.1 The publication scheme guides you to information which we currently publish (or have recently published) or will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 5. The classes of information are organised with four broad topic areas:

2.1.1 The School Prospectus – information published in the school prospectus.

2.1.2 Governors' Documents - information published by the Governing Body.

2.1.3 Students and the Curriculum - policies relating to our students and the curriculum.

2.1.4 School Policies and other information – information relating to the school in general.

## **3. REQUESTING INFORMATION**

If you require a paper version of any of the documents within the scheme, please contact the school:

Email: [admin@dearham.cumbria.sch.uk](mailto:admin@dearham.cumbria.sch.uk)

Tel: 01900 812518

Please mark any correspondence: **PUBLICATION SCHEME REQUEST**

If the information you are looking for is not available via the scheme, you can still contact the school and ask if we have any. Our website holds a wide range of information and provides guidance and advice on most issues relating to the school. We advise that you look here in the first instance and make use of the site's search function to assist you. All statutory requirements are covered and relevant documents available for download.

#### **4. PAYING FOR INFORMATION**

Information published on our website is free and a range of documents can be downloaded in a pdf. format.

If your request requires a lot of photocopying or printing, or a large postal charge, we will inform you or the cost of receiving the requested items before fulfilling your request.

#### **5. CLASSES OF INFORMATION CURRENTLY PUBLISHED**

**5.1. The School Prospectus:** available free as a document on our website or by request from the school.

The contents of the school prospectus are:

- 5.1.2. The name, address and contact information of the school.
- 5.1.3. The name of the Head and Leadership Team
- 5.1.4. The school's ethos and values; teaching and learning; expectations and attitudes.
- 5.1.5. A range of other information is included at the school's discretion.

**5.2. Governors' Documents:** available on request from the school. A cost may be incurred for copying and collation.

The following are available:

- 5.2.2. Minutes from Governor Committee meetings.
- 5.2.3. Minutes from termly Governor meetings.

**5.3. Students and the Curriculum:** available on request from the school. A cost may be incurred for copying.

- 5.3.2. Admissions: guidance on the school's arrangements for admitting students
- 5.3.3. Charging and remission: policy relating to charges made by the school for educational activities.
- 5.3.4. Curriculum: policy relating to the school's current organisation and arrangements for learning; arrangements for sex education.
- 5.3.5. Behaviour: policy relating to the effective management of students.
- 5.3.6. SEND: policy relating to the school's provision for students with Special Educational Needs and Disabilities.
- 5.3.7. Equalities: policies relating to equality, race, gender and disability.
- 5.3.8. Pupil Premium: policy on the arrangements for this delegated sum.

**5.4 School Policies and other information:** the following information is available; please contact the school for a complete list of policies.

5.4.1 Published Inspection Reports: OFSTED's most recent judgement on the school's performance.

5.4.2 School dates and session times.

5.4.3 Health and Safety: policy relating to the health and safety at work of employees (and others).

5.4.4 Complaints: the school's arrangements for dealing with complaints.

5.4.6 Appraisal: procedures adopted by the Governing Body relating to the appraisal of staff and the Head.

## **6. 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 **Headteacher, Dearham Primary School, The Went, Dearham, Maryport Cumbria, CA15 7HR.**

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, which deals with formal complaints. It 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)

Date:

Review date: