

# Townley School and Pre-School

## Freedom of Information Policy

### 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 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

The school aims to:

- 1) To provide an education which places importance on the development of the whole child, intellectually, physically, emotionally and socially.
- 2) To provide an environment where each child is encouraged to develop to the limit of their ability. Where each person is valued and is made aware that they have a valuable contribution to make to the school. To help the child build a good self image.
- 3) To provide a broad-based curriculum, including delivery of the National Curriculum.
- 4) To encourage the partnership between home and school. To encourage parents to take an active part in their child's education.
- 5) To provide equal opportunities in work and play, and treat them all fairly.
- 6) To recognise the multi-racial character of our own society and to encourage respect and tolerance of other people's religion and customs. To provide positive images from other cultures.
- 7) To liaise with other providers of education, particularly with our catchment secondary schools.
- 8) To enable the children to develop aesthetic and creative awareness.
- 9) To use modern technology where appropriate, so children become familiar with useful tools for their learning in school, and their work in later life.
- 10) To develop links with the community, 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 Brochure* – information published in the school prospectus.

*Governors' Documents* – information published in the Governors Annual Report 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 or visit our website at [www.Townley.cambs.sch.uk](http://www.Townley.cambs.sch.uk)

Email: [office@Townley.cambs.sch.uk](mailto:office@Townley.cambs.sch.uk)

Tel/Fax: 01354 638229

Contact Address: Townley School and Pre-School, Crown Road, Christchurch, Cambridgeshire, PE14 9NA

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

Class	Description
School Brochure (Prospectus)	<p>The content of the School Prospectus are as follows:</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 name of the Headteacher, Chair of Governors and members of the Local Governing Body.</li><li>• Information on the school's policy on Admissions.</li><li>• A statement of the school's ethos and values.</li><li>• Information about SEND</li><li>• Data Dashboard</li><li>• The arrangements for visits to the school by prospective parents.</li></ul>

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

Class	Description
Instrument of Government	<ul style="list-style-type: none"><li>• The name of the school</li><li>• The category of the school</li></ul>

	<ul style="list-style-type: none"> <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 anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• The date the instrument takes effect</li> </ul>
Minutes <sup>1</sup> of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees From July 2016

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

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

Class	Description
Sex Education Policy	Statement of policy with regard to sex and relationship education
Pupil Behaviour and Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
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.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs

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

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report.
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 and Skills to the head teacher or governing body relating to the curriculum

## **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 Mrs Maria-Anne Higgins

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)**

**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

**Name of Document**

Pupil Records

**Description**

Held centrally in the school office with details of date of birth, address, contact details, medical requirements, doctor etc

Attendance

Attendance records are kept and monitored

Curriculum Maps

Describes the Termly learning opportunities available to each class

Teacher Assessments

Reading/Writing/Maths and Foundation subjects - ongoing to assess pupil progress

EYFS/Phonics/Y2 and Y6 SATS/Optional SATS

Test results and teacher assessments

End of Year Reports

Records the progress that pupils have made over the course of the year

Behaviour Log

Any serious behaviour issue is documented and recorded

The Governing Body

Agenda and Minutes of all meetings including committee meetings

Pupil Files

Files are held with copies of all reports

Individual education Plans

Some children have IEPs which are shared with parents