



# Freedom of Information Policy

September 2016

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# 1. Introduction

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This is Farnborough Primary School's Publication Scheme on information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

## **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 that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that 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**

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The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each 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.

### **3. Categories of information published**

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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.

#### **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

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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.office@farnborough.bromley.sch.uk](mailto:admin.office@farnborough.bromley.sch.uk)

Telephone: 01689 853295

Fax: 01689 889286

Contact Address: Farnborough Primary School, Farnborough Hill, Orpington, Kent. BR6 7EQ

Alternatively you can visit the school website at: [www.farnboroughprimary.co.uk](http://www.farnboroughprimary.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**

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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. 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.

### **Copies by post of information**

#### **Photocopies**

A minimum charge of £1 for up to 10 pages A4

A minimum charge of £1.20 for up to 6 pages A3

Further pages are charged at:

A4 pages at 10p per page (single sided)

A3 pages at 20p per page (single sided)

A2 pages at £1 per page (single sided)

Information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.

#### **Postage**

For standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.

### **Copies of published materials**

Copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.

#### **Administration fees**

As referenced in the Fees Regulations, charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £20 per hour. If the request will take this amount of time the school may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.

This fees regime was approved by the Governing Body on 1 March 2007, following publication of the 2004 Fees Regulations, and will be reviewed annually. The introduction of any further statutory obligations will also trigger a review of these arrangements.

## 6. Classes of information

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### **School Prospectus**

This section sets out information published in the school prospectus. The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher and chair of governors
- information on the school policy on admissions
- a statement of the school's ethos and values
- 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
- information about the school's policy on providing for pupils with special educational needs
- number of pupils on roll and rates of pupils' authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- the arrangements for visits to the school by prospective parents

### **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.

The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):

- details of the governing body and their category of membership ,clearly
- identifying the chair, vice-chair and secretary.
- a statement on progress in implementing the action plan drawn up following an inspection
- 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
- 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
- arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils (Article 8 of the 96 order refers).
- description of the steps taken to implement special needs policies, in accordance with article 9 of the order.
- 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
- details of schools involvement in Education for Mutual Understanding(EMU)

NB: It is not a statutory requirement that the school is involved in EMU, but the school should state any involvement where applicable.

### **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 any body 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

### **Minutes of meeting of the governing body and its committees**

- Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards.

### **Pupils and Curriculum Policies**

This section gives access to information about policies that relate to pupils and the school curriculum.

#### **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

#### **Special educational needs policy**

- Statement of policy with regard to sex and relationship education

### **Sex education 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 as per Section 75 of the 1998 NI Act

### **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.

## **School Policies and other information related to the school**

This section gives access to information about policies that relate to the school in general.

### **Education and Training Inspectorate (ETI) published reports 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.

### **Post ETI inspection action plan**

- A plan setting out the actions required following the last ETI inspection and where appropriate an action plan following inspection of religious education where the school is 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

## **7. Feedback and complaints**

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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 Paula Farrow  
Farnborough Primary School  
Farnborough Hill,  
Orpington,  
Kent.  
BR6 7EQ

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).