

# Roseberry Primary School

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## Freedom of Information Policy

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### Freedom of Information Policy

The purpose 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;
- 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.

#### **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 Information** - information published on the school website.

**Governors' Documents** - governing body documents.

**Pupils and 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.

#### **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: [roseberryprimary@stockton.gov.uk](mailto:roseberryprimary@stockton.gov.uk)

Tel: 01642 360520

Fax: 01642 360503

## **Paying for Information**

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.

## **Classes of Information Currently Published**

### School Information

- 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.

### 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.

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

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.

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

Curriculum: Art & Design; Citizenship; Design and technology; English; Geography; History; ICT; Mathematics; Music; Physical Education; Religious Education; Science.

Pupils: Administration of medicines; Admissions; Anti-Bullying; Attendance; Behaviour; Child

Protection; Home Visits; Inclusion; Learning Mentoring; Moral Development; Pupil Welfare; Racial Equality; School Uniform; Spiritual Development.

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 and Section 23.

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.

Appraisal of Staff

Statement of procedures adopted by the governing body relating to the appraisal 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 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. The 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)