

# Himbleton Church of England First School

## Freedom of Information Policy

This policy is reviewed annually and was last reviewed on 11<sup>th</sup> November 2015.

### Introduction

On admission families are provided with their own personal copies of all relevant policies and documentation in a 'Starting School' folder for their child. These can also be found on our school website.

This is Himbleton School's Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

One of the aims of the Freedom of Information Act 2000, which came into force in January 2005, is that public authorities should be clear and proactive about the information they will make public.

### Categories of information

Himbleton School has split the information that can be made public into categories of information known as 'classes' organised into three broad topic areas:

**School Prospectus** – information published in the school prospectus

**Governors Documents** – information published in Governing Body documents

**School Policies** that relate to the school in general

### 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.
- The school policy on admissions.
- The arrangements for visits to the school by prospective parents
- A statement of the school's ethos and values.
- 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.

## **Policies**

A copy of all policy documents are kept in the school office and many, if appropriate are also published on the School Website. These documents are available on request from the Head Teacher or Chair of Governors.

## **Governor Documents**

These documents are held by the Clerk to the Governors and are accessible to interested and authorised parties through the Chair of Governors. They include:

- Details of the governing body membership, including name and address of Chair and Clerk
- Agreed minutes of meetings of the Governing Body and its committees
- 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 )
- 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; accessibility plan covering future policies for increasing access by those with disabilities to the school
- Number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stage 1, with national summary figures

## **Requests for information**

If you require a paper version of any of the documents within the scheme, please contact the Head Teacher or Chair of Governors. There will be no charge for any reasonable requests.