

# BROAD CHALKE CE VA PRIMARY SCHOOL

## Freedom of Information Publication Scheme

**Mission Statement: With the love of God we learn, care, grow and share**

The governing body is responsible for the maintenance of this scheme.

### **1. Introduction: What a publication scheme is and why it has 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 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 to download and print off 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. 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 5 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 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.

### **3. 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.

Contact address: Broad Chalke Primary School,  
Newtown,  
Broad Chalke,  
Salisbury,  
SP5 5DS

Email: [admin@broadchalke.wilts.sch.uk](mailto:admin@broadchalke.wilts.sch.uk)

Website: [www.broadchalke.wilts.sch.uk](http://www.broadchalke.wilts.sch.uk)

Tel: 01722 780212

Fax:

01722 781328

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please).

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

#### 4. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

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.

#### 5. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus or website.

Class	Description
<b>School Prospectus or Website</b>	<p>From September 2012 regulations no longer require schools to publish a prospectus, thus avoiding duplication of effort, and unnecessary cost. Instead, schools will be required to publish key information online.</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 names of the head teacher and chair of governors</li><li>• Information on the school policy on admissions</li><li>• A statement of the school’s ethos and values</li><li>• 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</li><li>• Information about the school’s policy on providing for pupils with special educational needs and disabilities (SEND Policy)</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• The arrangements for visits to the school by prospective parents.</li></ul>

#### Information relating to the governing body

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><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 four years</li><li>• The name of any body entitled to appoint any category of governor</li><li>• Details of any trust</li></ul>

	<ul style="list-style-type: none"> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument took effect</li> </ul>
Meeting of the Governing body & its committees	Agreed minutes of meetings of the governing body and its committees ( <i>current and last full academic school year</i> )
The Scheme of Delegation	Statement on roles and responsibilities of governors

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

<b>Class</b>	<b>Description</b>
Curriculum Policies	From September 2012 regulations no longer require schools to have a curriculum policy, thus avoiding duplication of effort, and unnecessary cost. Instead, schools will be required to publish key information online

School Policies and other information related to the school – This section gives access to information about policies that relate to the school in general. From October 2012 the list of statutory policies was reduced to the following four categories and types of information.

<b>Class</b>	<b>Description</b>
<b>Statutory policies required by education legislation</b>	Charging & Remission Policy; Behaviour Policy; Sex Education Policy; Special Educational Needs and Disabilities Policy; Teachers Appraisal Policy; Teachers Pay Policy.
<b>Statutory policies required by other legislation, which impact particularly on schools</b>	Data Protection Policy; Health and Safety Policy.
<b>Other statutory documents</b>	Admissions arrangements; Accessibility plan; Written statement of behaviour principles (Golden Rules); Central record of recruitment and vetting checks; Complaints procedure statement; Freedom of Information publication scheme; Governors' allowances (schemes for paying); Home-school agreement document; Instrument of government; Minutes of, and papers considered at, meetings of the governing body and its committees; Premises management documents;

	Equality information and objectives (public sector equality duty) statement for publication; School information published on a website; Register of business interests of head teachers and governors; Register of pupils' attendance; Staff discipline, conduct and grievance (procedures for addressing);
<b>Documents referenced in statutory guidance</b>	Child protection policy and procedures; Early Years Foundation Stage (EYFS); Statement of procedures for dealing with allegations of abuse against staff

## 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 Mr. Michael Gibb, Chair of Governing Body, via the School Office.

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**

**Helpline: 0303 123 1113 (or 01625 545745 if you would prefer not to call an '03' number, or +44 1625 545745 if calling from overseas) Fax: 01625 524510**

**E Mail: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

A copy of the Retention Schedule can be obtained from the school office

Drafted: January 2013

Ratified by FGB: January 2013

Reviewed: February 2016

Review due: February 2019