



Freedom of information Policy



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APPROVED – APRIL 2016
REVIEWED – APRIL 2019
PERSON RESPONSIBLE – HEADTEACHER

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 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 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.
- *School Website and other information relating to the governing body* – information published on the School Website 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.

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 or you can visit our website at: www.hillside-primary.co.uk

Email: office.hillside@kirkleeseducation.uk

Tel: 01484 226834

Contact Address: Hillside Primary Scholl, Headfield Road, Newsome, Huddersfield, HD4 6LU

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.

Whilst we will aim to provide single copies of information covered by this publication free of charge, 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.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	There is no longer a statutory requirement for schools to publish a prospectus. The governing body at Hillside Primary School have made the decision to continue with a prospectus. This document contains relevant information regarding the school and can be accessed via the website. A paper copy is available on request from the school office.

School Website and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Website	All schools have a statutory duty to share the following information via their school website: <ol style="list-style-type: none"> 1. Contact details 2. Admission arrangements or where they may be found 3. Link to Ofsted Report 4. Most recent key stage 2 results 5. Link to school performance tables on www.education.gov.uk 6. School curriculum information for each year group by subject, including phonics/reading schemes 7. Behaviour policy 8. Pupil Premium allocation, use and impact on attainment.

	<p>9. PE and Sports Premium allocation, use and impact</p> <p>10. SEN (AN) policy</p> <p>11. Charging and remissions policy</p> <p>12. Safeguarding Policy</p> <p>13. School's ethos and values</p>
Instrument of Government	<ul style="list-style-type: none"> • 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 ¹ 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 year)

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

Class	Description
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
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs / Additional Needs Policy	Information about the school's policy on providing for pupils with special educational needs

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this
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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 ensuring equality of access, opportunity, relationships and for eliminating unlawful discrimination, harassment and victimisation.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy and Anti Bullying Policy	Statement of general principles on behaviour and behaviour management 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.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and subsequent action plan.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra 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 register	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 School 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
Admissions Policy	Statement of the school's policy on admissions

7. Refusing a request

We may not be able to provide the information you request for the following reasons

- We do not hold the information
- We are applying for an exemption to the disclosure
- It would cost the school more than £450.00 to provide the information (this figure is set by the Government and is based on the work exceeding 18.5 man hours to gather the information)

8. 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. 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.

Website : www.informationcommissioner.gov.uk