



Kilham Church of England (V.C) Primary School  
Millside, Kilham, Driffield, East Riding of Yorkshire, YO25

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Headteacher: Mr S. England

## Policy Front Sheet

### Policy: Freedom of Information Policy

Adopted: October 2016

Review Date: October 2018

(readopted October 2016 – no changes)



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## **This is Kilham CE VC 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.*

### **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 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. Aims and Objectives**

The school aims to provide the highest possible quality of education. We aim to develop the whole child within a safe, caring, family atmosphere **and this publication scheme is a means of showing how we are pursuing these aims.**

### **3. 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.

*Governors' Documents* – information published in Governors minutes and in other governing body documents.

*Curriculum Policies* – information about policies that relate to the school curriculum

*School Policies and other information related to the school* - information about policies that relate to the school in general.



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#### 4. 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: [Kilham.primary@eastriding.gov.uk](mailto:Kilham.primary@eastriding.gov.uk)

Tel: **01262 420214**

Fax: **01262 420214**

Contact Address: **Millside, Kilham, Driffield, East Riding of Yorkshire, YO25 4SR**

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, you can still contact the school to ask if we have it.

#### 5. 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. Where there is a charge this will be indicated by a £ sign in the description box.

#### 6. Classes of Information Currently Published

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

| Class                    | Description  |
|--------------------------|--|
| <b>School Prospectus</b> | <p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</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</li><li>• number of pupils on roll and rates of pupils’ authorised and unauthorised absences</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> |



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**Governors’ minutes 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.

| Class   | Description   |
|---|---|
| <b>Instrument of Government</b>   | <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 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul> |
| <b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b> | Agreed minutes of meetings of the governing body and its committees<br><i>[current and last full academic school year](inspection copies)</i>   |

**Curriculum Policies** - This section lists policies that relate to the school curriculum.

|                               |                              |                 |
|-------------------------------|------------------------------|-----------------|
| English/Literacy              | Maths/Numeracy               | Science         |
| History                       | Geography                    | ICT             |
| RE                            | Art & Design                 | DT              |
| PSHCE                         | PE                           | Music           |
| Sex & Relationships Education | Drugs                        | Healthy Schools |
| SEN/Inclusion                 | Early Years Foundation Stage |                 |

**School Policies and other information related to the school** - This section lists policies that relate to the school in general, including safeguarding. The list is not exhaustive and other school-related policies may exist and be available to view.

|                                 |   |   |
|---------------------------------|---|---|
| Admissions and appeals          | School Improvement Plan                                       | Complaints Procedure                    |
| Educational Visits              | Charging and remissions                                       | Pay                                     |
| Attendance                      | Behaviour   | Managing Attendance at Work             |
| Breakfast Club                  | Performance Management/Appraisal                              | Initial Teacher Training                |
| Child Protection & Safeguarding | Single Equality Plan  | Health and Safety Policy and Guidelines |
| Accessibility Plan              | Anti Bullying   | Handling of Pupils                      |
| Vision and Values documentation | Published reports of Ofsted referring expressly to the school | Behaviour Policy                        |
| Collective Worship              | Post-Ofsted inspection action plan                            | School session times and term dates     |
| Risk Assessment                 | Marking, Presentation and Feedback                            | FairTrade Policy Statement              |
| Looked-After Children           |   |   |

## 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 **Mr S England**

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).

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

Updated October 2016

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