



KEXBOROUGH PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

1. Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public. As a result, we at Kexborough Primary School have produced 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 is available electronically on our website for you to download and print.

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's Office (ICO).

2. The Aims of the Policy

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child
- Help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

3. Publication Scheme - 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'. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in Appendix 1.

The classes of information that we undertake to make available are organised into the following area:

- **School Information** – information published on the school website regarding.
- **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.

4. How we Request Information

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested.

Written notice of any fee will be provided to the enquirer before any information is supplied. Contact details are set out below:

Address: Kexborough Primary School, Ballfield Lane, Darton, Barnsley S71 2NG

Telephone: 01226 382288

E-mail: kexboroughprimary@ecmtrust.co.uk

Web: www.kexborough-primary.co.uk

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 evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

5. Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

Publication Scheme for Kexborough Primary School

School Information

Class	Description	Website	On Application
School Information	The name, address and telephone number of the school and the type of school	Yes	
	The names of the head teacher and chair of governors	Yes	
	Information on the school policy on admissions	Yes	
	A statement of the school's ethos and values	Yes	
	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		Yes
	Information about the school's policy on providing for pupils with special educational needs	Yes	
	Number of pupils on roll and rates of pupils' authorised and unauthorised absences		Yes
	National Curriculum assessment results for appropriate Key Stages, with national summary figures	Yes	
	The arrangements for visits to the school by prospective parents		Yes
	The number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places		Yes

Information Relating the Governing Body

Class	Description	Website	On Application
Governing Body	The names of the Governors should be available, and the basis on which they have been appointed, along with details of how to contact them via school	Yes	
	The Name of school		Yes
	The category of school		Yes
	The name of the governing body		Yes
	The manner in which the governing body is constituted		Yes
	The term of office of each category of governor if less than 4 years		Yes
	Details of the Trust		Yes
	The date the instrument take effect		Yes
Minutes of Meetings of Governing Body and its Committees	Agreed minutes of the Governing Body and its committees.		Yes

Pupil and Curriculum Policies

Class	Description	Website	On Application
Aims and Values	Statement of the schools aims and values compiled by pupils	Yes	
Curriculum Policy	Statement on curriculum subjects and religious education and schemes of work and currently used by school		Yes
Special Educational Needs	Information about the school's policy on providing for pupils with special educational needs	Yes	
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.	Yes	
Behaviour Policy	Statement of general principals on behaviour and discipline	Yes	
Anti- Bullying Policy	Statement of general principals on the schools stance against bullying	Yes	
Safeguarding Policy	Statement of Policy for safeguarding and promoting welfare of pupils at the school	Yes	

School Policies and other information related to the school

Class	Description	Website	On Application
Current Ofsted Report	Published report of the last inspection of the school.	Yes	
Charging and Remissions Policy	A Statement of the school's policy with respect to charges and remissions for any optional extras for which charges are permitted	Yes	
School session times and term dates	Details of school session and dates of school terms and holidays	Yes	
Health and Safety and Risk Assessment	Statement of general policy with respect to health and safety at work of employees and the organisation and arrangements for carrying out this policy		Yes
Complaints Policy	Statement of procedures for dealing with complaints	Yes	
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		Yes
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum		Yes