

## Redhill Primary School

### Freedom of Information Policy



#### 1. Introduction

One of the aims of the freedom of information Act 2000 is that public authorities including all maintained schools should be clear about the information that they will make public.

To do this school must produce a publication scheme setting out -

- The classes of information which Redhill publish or intend to publish
- The manner in which it will be published
- 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 Redhill's publication scheme is either available on the school website or available in paper form.

Some information which we hold may not be made public eg personal information.

#### 2. Aims and objectives

Redhill School aims to develop the children of today and citizens for tomorrow.

We want all our children to have

- Pride in themselves
- Pride in their work
- Pride in what they achieve
- Pride in each other
- Pride in our fine school building

Our aim is to cater for the whole child by -

- Developing academic excellence through the National Curriculum
- Promoting creativity and thinking skills
- Developing ICT skills across the Curriculum
- Promoting spiritual, moral and cultural development
- Increasing financial capability and independence
- Developing an engagement with enterprise education and a sustainable world

### 3. Categories of Information Published

The publication scheme is intended to be a guide to information Redhill currently publishes or which we will publish in the future. It is divided into categories of information known as 'Classes'.

### 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, or letter. Contact details are set out below: Email:

[enquiry@redhill.bham.sch.uk](mailto:enquiry@redhill.bham.sch.uk) Tel: 0121 464 6322 Contact Address: Redhill Primary School  
Redhill Rd Hay Mills Birmingham B25 8HQ

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 is not 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

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows: <ul style="list-style-type: none"><li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li><li>• 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; the</li></ul>

	<p>accessibility plan covering future policies for increasing access by those with disabilities to the school .</p>
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<p><b>Instrument of Government</b></p>	<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 anybody 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>
<p><b>Minutes of meeting of the governing body and its committees</b></p>	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]</p>

Policy reviewed and updated : June 18

Pupils and Curriculum Policies - This section relates to access to information about policies that relate 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 eg homework arrangements
Curriculum Policy	Statement on following the [policy for the statutory and non statutory curriculum subjects, and information about the range of work to be included.
Sex education Policy	Statement of Policy with regard to sex and relationships education.
Special educational Needs Policy	Information about the school's policy on providing for pupils with SEND.
Accessibility Scheme	Plan for increasing the participation of disabled pupils in the school's curriculum, improving the physical environment and delivery of information to disabled pupils.
Equality	Statement of policy for promoting race equality
Collective Worship	Statement for the arrangements for the required daily acts of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at school and in the wider world
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the headteacher and staff to prevent bullying