



# Freedom of Information Policy

(derived from the Babcock model policy 2012)

<b>Date adopted</b>	January 2017	<b>Owner</b>	Governors
<b>Last reviewed</b>	January 2019	<b>Review cycle</b>	Two Years

This is our Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

*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 format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available and
- whether the information is available free of charge or on payment.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the schools. Some information, which we hold, may not be made public, for example personal information.

## 2. Aims

It is our aim to create a happy, caring and inclusive learning environment where all members of the school community have the opportunity to develop in confidence within a setting in which they feel valued and equipped for learning.

We will do this by:

- fostering respect for one another, the school environment and the local community;
- having high expectations of both behaviour and achievement in all areas;
- striving to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability;
- using a variety of teaching methods to deliver the Foundation Stage Curriculum and the National Curriculum;
- allowing learners to engage in a range of practical and meaningful tasks that address different learning styles;
- encouraging 'risk' taking, promoting independent learning thereby accepting some responsibility for their own progress;
- striving to develop positive home/school links and actively involving parents in the life and work of the school;
- liaising with local schools and the community as a whole;
- taking all opportunities to develop positively.

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 website* – information published such as the school prospectus, specific policies and curriculum information.
- *Governors' Documents* – various governing body documents.
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.
- *School Policies and other information related to the school* - information about policies that relate to the school in general.

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the schools by telephone, email or letter. Contact details are set out below.

Tel: 01372 720337 or 01372 846930  
Email: [infooffice@stmartinsepsom.school](mailto:infooffice@stmartinsepsom.school) or [junoffice@stmartinsepsom.school](mailto:junoffice@stmartinsepsom.school)  
Address: St. Martin's C of E Voluntary Aided Schools  
Ashley Road,  
Epsom  
Surrey KT18 7AD

To help us process your request quickly, please clearly mark any correspondence

#### **'FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST'**

If the information you are looking for is not available via the scheme and it is not on our website you can still contact the schools 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 considerable amount of photocopying or printing (20 copies or more), pay a 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

Class	Description
School Website	<ul style="list-style-type: none"><li>• The name, address, website and telephone number of the schools, and the type of schools</li><li>• The name of the Executive Head Teacher</li><li>• Information about the schools' policy on providing for pupils with special educational needs and disabilities</li><li>• Information on the schools' policy on admissions</li><li>• A statement of the schools' aims and values</li><li>• National Curriculum assessment results, with national summary figures</li><li>• Latest Ofsted report</li><li>• School term dates</li><li>• Staff and governors</li><li>• Policies</li></ul>

## Other information relating to the governing body

This section sets out information published in governing body documents.

Class	Description
<b>Instrument of Government and Constitution Details</b>	<ul style="list-style-type: none"> <li>• The name of the schools</li> <li>• The category of the schools</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> <li>• If the schools have 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 [ <i>current and last full academic school year</i> ]

## Pupils and 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 schools' aims and values, the schools' responsibilities, the parental responsibilities and the schools' expectations of its pupils, for example homework arrangements
Teaching and Learning Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the schools
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Educational Needs Policy	Information about the schools' policy on providing for pupils with special educational needs
RE Policy	Information on the schools' policy and the right of parents to withdraw children
Policy for Responding to Parents' Concerns	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern
Accessibility Plans	Plan for increasing participation of disabled pupils in the schools' curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the schools ( <i>from March 2004</i> )
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Executive Head Teacher to prevent bullying

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the schools	Published report of the last inspection of the schools and the letter to the children from the lead inspector
Charging and Remissions Policies	A statement of the schools' policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
Finance Policy	Details of the schools' financial procedures and responsibilities
School session times and term dates	Details of school sessions and dates of school terms and holidays
Health and Safety Policy and risk assessment	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
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Executive 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 Executive Head Teacher or governing body relating to the curriculum

## **7. Feedback and Complaints**

If you want to make any comments about this publication scheme, require further assistance or wish to make a complaint then initially these should be addressed to:

**Chair of Governors at St Martin's C of E Voluntary Aided Schools** and handed into the school office.

If you are not satisfied with the response you receive or if we have not been able to resolve your complaint and you feel you need to make a formal complaint 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

**Enquiry/Information Line:** **01625 545 700**

**Email:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

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