

# FOXHILL PRIMARY SCHOOL

## FREEDOM OF INFORMATION POLICY

This is Foxhill Primary School's Publication Scheme on information available under the Freedom of Information Act.

### **Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act (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;
- 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 on our website to download and print off or 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.

### **Aims and Objectives**

To offer children a wide range of experiences and opportunities that encourage awe, wonder and a spiritual awareness of life and work.

The school aims to:

- enable all children to develop their full potential so that they may become responsible fulfilled and independent adults.
- develop in children a love of learning that will continue throughout their lives.
- help children to appreciate their place in the local as well as the global community so that they develop a caring, sensitive attitude to others and the world around them.

### **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

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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 five broad topic areas:

**School Prospectus** - information published in the school prospectus.

**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.

**Safeguarding.**

**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.foxhill.bradford.sch.uk](http://www.foxhill.bradford.sch.uk)

**Email:** [office@foxhill.bradford.sch.uk](mailto:office@foxhill.bradford.sch.uk) **Tel:** 01274 882426 **Fax:** 01274 882106

**Contact Address:** Foxhill Primary School, Brighouse and Denholme Road, Queensbury, Bradford , BD13 1LN.

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.

**Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. 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.

**Classes of Information Currently Published**

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

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

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Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.

### **Pupils & Curriculum Policies**

This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Accessibility Plans</b>	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.
<b>Race Equality Policy</b>	Statement of policy for promoting race equality
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

[\*\* Information available on our website. Our website is at ([www.foxhillprimaryschool.co.uk](http://www.foxhillprimaryschool.co.uk)) ]1 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.

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### SAFEGUARDING

Class	Description
<b>**Published reports of Ofsted referring expressly to the school</b>	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
<b>Ofsted inspection Self- Evaluation Form</b>	A statement of the governing body's evaluation of the school's performance.
<b>Charging and Remissions Policies</b>	A statement of the school's 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.
<b>School session times/term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy and risk assessment</b>	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
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Appraisal of Staff</b>	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Pay Policy</b>	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to pay.
<b>Staffing Structure Implementation Plan</b>	The school's plan for the implementation of any changes to its staffing structure following statutory review.

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<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum
<b>Admissions Policy</b>	Statement of the school's policy on admissions

### 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:

Mrs S Hey, Headteacher, Foxhill Primary School, Brighouse and Denholme Road, Queensbury, Bradford, BD13 1LN.

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 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:** 03031231113 **E-Mail:** [casework@iso.qsi.gov.uk](mailto:casework@iso.qsi.gov.uk)

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

This policy shall be reviewed every 3 years or sooner if necessary.

Reviewed	February 2022
Approved at the Governors Meeting on	10 <sup>th</sup> March 2022
Signed	<i>R. Hainsworth</i>
Date of next review	March 2025