

*At Holme Junior & Infant School,  
we empower every individual to be  
resilient and independent lifelong learners,  
who value and respect their environment,  
developing high aspirations  
to reach their full potential.*



## HOLME JUNIOR & INFANT SCHOOL

Headteacher: Mr. Damien Bond

### Freedom of Information

Document Status			
<b>Date of Next Review</b>	February 2026	Full Governing Body	
<b>Success Criteria for review completion</b>	All docs read and amended as necessary.	<b>Responsibility</b>	Chair of Governors
<b>Date of Policy Creation</b>	February 2023	<b>Name</b>	Mary Stephenson
<b>Date of Policy Adoption by Governing Body</b> February 2023		<b>Signed:</b> <b>(Governor responsible)</b>	
<b>Method of Communication (e.g Website, Noticeboard, etc)</b> Website, Server, Policy File in Office			

#### Section 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 and some of the information is available to be downloaded from our school website.

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.

## **Section 2:**

### **Aims and Objectives:**

As a school, we seek to promote shared moral and ethical values to unite both local and global interests which enable children to become global citizens. Our agreed school aims are:

- To create a happy and stimulating learning environment, in which each child will develop to their full potential, thereby achieving high educational standards.
- To develop self-awareness, self-respect and tolerance of others by developing an understanding of the world in which they live.
- To appreciate human achievements and aspirations; develop aesthetic sensitivity and appreciation; physical ability and co-ordination and a concern for the safety of themselves and others.
- To prepare children to live and work with others, enabling them to be responsible and caring members of the community.
- To give children, at the end of their period of primary education, an appetite for acquiring further knowledge, experience and skills, so ensuring they are prepared for the challenges of the next stage in their education.

## **Section 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 the Governors Annual Report and in other 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.

## **Section 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: [head@holmejschool.co.uk](mailto:head@holmejschool.co.uk)

Tel: 01484 687362

Contact Address: Holme Junior & Infant School, Meal Hill Road, Holme, Holmfirth, HD9 2QQ.

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (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.

## **Section 5:**

### **Paying for information:**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website [www.holmejschool.co.uk](http://www.holmejschool.co.uk) using a local library or an Internet café.

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 (this will usually be the rate we pay for paper and copying only).

**Section 6:****Classes of Information Currently Published:**

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

Class	Description
School Prospectus	<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 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>

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
Instrument of Government	<p>The name of the school;            The category of the school;            The name of the governing body;            The manner in which the governing body is constituted;            The term of office of each category of governor if less than 4 years;            The name of anybody entitled to appoint any category of governor;            Details of any trust;            If the school has a religious character, a description of the ethos;            The date the instrument takes effect.</p>
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]</p>

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home – school agreement	<p>Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements</p>
Curriculum Policy	<p>Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school</p>
RSHE Policy	<p>Statement of policy with regard to sex and relationship education</p>
Special Education Needs Policy	<p>Information about the school's policy on providing for pupils with special educational needs</p>
Accessibility Plans	<p>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.</p>
Child Protection Policy (Safeguarding)	<p>Statement of policy for safeguarding and promoting welfare of pupils at the school. (from March 2004)</p>

Pupil Discipline (Behaviour)	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
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School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection
Charging and Remissions Policies	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, educational visits
School session times and term dates	Details of school session 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 Headteacher 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 Headteacher or Governing Body relating to the curriculum

## Section 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 the chair of governors at the school.

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 545700  
 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)