



HOWE PARK SCHOOL

Freedom of Information Policy September 2015

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INTRODUCTION

One of the aims of The Freedom of Information Act 2000 (which is referred to as FOIA in 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 a 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 information which we hold may not be made public, for example personal information.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

AIMS AND OBJECTIVES

Together with the aims for the school, we also endeavour to:

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

And this publication scheme is a means of showing how we are pursuing all our aims.

CATERGORIES OF INFORMATION PUBLISHED

The publication scheme guides you to information which we currently publish or which we will publish in the future. This is split into categories of information known as ‘classes.’ The classes of information that we undertake to make available are organised into four broad areas:

- School Prospectus – information published in the school prospectus
- Pupils and Curriculum – information about policies that relate to pupils and the school’s curriculum
- School Policies and other information related to the school – information about policies that relate to the school in general
- Governors’ Documents – information published in the governing body documents.

HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please contact the school in writing by letter or by email.

To help us process your request quickly, please clearly mark any correspondence ‘PUBLICATION SCHEME REQUEST’

If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

PAYING FOR INFORMATION

Single copies of information covered by this publication are provided free of charge unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, pay a large postage charge, or is for a priced item such as a DVD, we will let you know the cost before fulfilling your request.

CLASSES OF INFORMATION CURRENTLY PUBLISHED

Pupils and Curriculum Policies – this section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Safeguarding policy	School Policy for safeguarding and promoting welfare of pupils at school.
PSHCE & Sex and Relationships policy	Statement of policy regarding PHSCE and with regard to sex and relationship education.
Accessibility plan	Statement of how we ensure all that we do is accessible for disabled pupils, curriculum, environment etc.

Special Educational Needs policy	Information about the school's policy for providing for pupils with special educational needs.
Behaviour Policy	Statement of general principles regarding behaviour of pupils whilst in school.
Subject / Curriculum policies	Policies, development plans and action plans for all subjects delivered within school.

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 Ofsted reports	Published report of the last ofsted inspection of the school
Charging and remission policy	A statement of the school's policy with regard to charges and remissions.
School times and dates	Details of times of school days and dates of school terms / holidays.
Health and Safety policy and risk assessments	Policies relating to health and safety at work of employees (and others) that of pupils and risk assessment policy.
Complaints procedure	Policy relating to procedures for dealing with complaints.
Performance management of staff	Policy adopted by the Governing Body relating to the performance management of staff.
Staff conduct discipline and grievance	Statement of staff conduct within school and policy relating to staff discipline and procedures by which staff may seek redress for grievance.

We welcome any comments or suggestions you may have about the scheme. If you require further assistance or wish to make a complaint, then this initially should be addressed to 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 wish to take this further 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 complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.