



# **Todwick Primary School**

## **Freedom of Information Policy**

### **September 2022**

**Approved and adopted by the Governing Body**

**Review Date: September 2023**

**Member of staff responsible: Head Teacher**

**School Governor: J. Ibbotson**

## **TODWICK PRIMARY SCHOOL FREEDOM OF INFORMATION POLICY**

### **This is Todwick Primary School Publication Scheme on information available under the Freedom of Information Act 2000**

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 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 at the school office or on the school website [www.todwickps.co.uk](http://www.todwickps.co.uk)  
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.

#### **2. Aims and Objectives [A school may insert their own aims and objectives]**

The school aims to:

- enable every child to fulfill their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work, and 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 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.

#### **How to request information**

If you require a paper or email 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.

Email : [todwickprimary@todwickps.org](mailto:todwickprimary@todwickps.org)

Tel: **01909 771138**

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 on the website you can still contact the school to ask if we have it.

#### **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 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. Where there is a charge this will be indicated by a £ sign in the description box.

#### **6. Classes of Information Currently Published**

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

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher and chair of governors
- information on the school policy on admissions
- a statement of the school's ethos and values

- details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
- information about the school's policy on providing for pupils with special educational needs
- number of pupils on roll and rates of pupils' authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- the arrangements for visits to the school by prospective parents

### **Instrument of Government**

- 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 any body 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

### **Minutes of meeting of the governing body and its committees**

Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards.

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

### ***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 for example homework arrangements

### ***Curriculum Policy***

Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

### ***Sex and relationships policy***

Statement of policy with regard to sex and relationship education

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

***Special Education Needs Policy***

Information about the school's policy on providing for pupils with special educational needs

***Accessibility Plans***

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.

Equality Policy Statement of policy for promoting equality as per Section 75 of the 1998 NI Act

***Safeguarding policy***

Statement of policy for safeguarding and promoting welfare of pupils at the school. *(from March 2004)*

See our website for a list of published policies. [www.todwickps.org](http://www.todwickps.org)

Enquiry/Information Line: 01625 545 700

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)