



## Freedom of Information Policy

**Policy approved and adopted:** May 2019

**Review date:** May 2021

*The governing body is responsible for maintenance of this scheme.*

### **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 have a publication scheme which sets 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 either available on our website to download and available in paper form upon request. 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**

The school aims to:

- Enable every child to fulfil 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

This publication scheme is a means of showing how we are pursuing these aims.

### **Categories of information published**

The publication scheme guides you to information which we currently publish, or have recently published or which we are likely to 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 topic areas:

1. **School Prospectus** – information published in the school prospectus.
2. **Governors' Documents** – information published in the Full Governing Body reports, newsletters and in other governing body documents.
3. **Pupils and Curriculum** – information about policies that relate to pupils and the school curriculum.
4. **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 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.

Tel: **01252 542941**

Fax: **01252 516644**

Contact Address: **Fernhill Road, Cove, Farnborough, Hampshire, GU14 9SA**

Email: **office@cove-jun.hants.sch.uk**

If the information you're looking for isn't available on the website you should contact the school to ask if we have it.

## **Paying for information**

Information published on our website is free to download.

Single copies of information covered by this publication are provided free unless stated otherwise. 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 need to be paid in advance. The maximum fee which could be charged is £50.

You may charge a fee for dealing with a SAR. If you choose to do this, you need not comply with the request until you have received the fee. The maximum fee you can charge is normally £10 (including any card-handling or administration charges). There are different fee structures for organisations that hold health or education records (where the maximum fee is £50, depending on the circumstances – see chapter 10). These fees are not subject to VAT.

You need not comply with a request until you have received the fee, but you cannot ignore a request simply because the individual has not sent a fee.

## **Classes of Information Currently Published**

| <b>Class 1</b>           | <b>Description</b>  |
|--------------------------|---|
| <b>School Prospectus</b> | The contents of the school prospectus are as follows: <ul style="list-style-type: none"><li>• The name, address and telephone number of the school, and the type of school</li><li>• The name of the headteacher</li><li>• A statement of the school's ethos and values</li></ul> |

| <b>Class 2</b>                  | <b>Description</b>  |
|---------------------------------|---|
| <b>Governors' Annual Report</b> | The statutory contents of the Governors' Annual Report to parents are as follows, (other items may be included in the annual report at the school's discretion): <ul style="list-style-type: none"><li>• Details of the governing body membership, including name and address of Chair and Clerk</li><li>• A statement on progress in implementing the action plan drawn up following an inspection</li><li>• A financial statement, including gifts made to the school and amounts paid to governors for expenses</li><li>• A description of the school's arrangements for security of pupils, staff and the premises</li><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><li>• A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li><li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absence</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• A statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li></ul> |

|   |   |
|---|---|
| <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 <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> ]   |

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

| <b>Class 3 Pupils &amp; Curriculum</b> | <b>Description</b>  |
|--|---|
| 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 Education Policy                   | Statement of policy with regard to sex and relationship education   |
| 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 |
| Equalities Policy                      | Statement of policy for promoting race equality   |
| Collective Worship                     | Statement of arrangements for the required daily act of collective worship  |
| Child Protection Policy                | Statement of policy for safeguarding and promoting welfare of pupils at the school  |
| Behaviour                              | Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying   |

**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 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 |
| 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 and trips |
| School session times and term dates                           | Details of school session and dates of school terms and holidays  |

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

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|--|--|
| Health and Safety Policy and risk assessments  | 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 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 head teacher or governing body relating to the curriculum |

### **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, require further assistance or wish to make a complaint, then initially this should be addressed to the Headteacher.

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***

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

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

**Website: <https://ico.org.uk/>**