



Freedom of Information Act Policy

Introduction

The school policy for Freedom of Information was developed by Nottingham City LEA and agreed by the whole staff and has the full agreement of the Governing Body. The policy was reviewed and updated in the autumn term 2015. The maintenance of this policy is the responsibility of the governors' policy group.

Aims

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 and academies, 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 governing body is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000. This Act gives a right of access to information held by public bodies, including schools, which are required to produce a publication scheme that makes it clear to the public what information they will make public when required to respond to requests for information. All information in our publication scheme is available in paper form from the school office. Some information may be available from our website. Some information that we hold may not be made public, for example personal information.

Objectives

The purpose of this publication scheme is to demonstrate how we respond to the requirements of the Freedom of Information Act 2000 at Ambleside Primary School and how we are pursuing the aims and objectives of the school, which are:

- to create and maintain a learning environment in which each individual has the opportunity to fulfil his/her potential
- to encourage the pursuit of excellence, both academically and in all other areas
- to provide opportunities for spiritual, moral, cultural, personal and social development of pupils including citizenship
- to encourage pupils to become life-long learners who are self-motivated, courteous and thoughtful individuals who value themselves, others and the environment

To achieve these aims, we:

- provide a happy school environment in which children gain confidence as individuals, are able to take pride in their own ability and take responsibility for their own actions
- develop good habits and attitudes to work and a life-long respect for learning
- develop high standards of literacy and numeracy
- involve children in the aesthetic pleasure of art, music, poetry, prose, drama and movement
- provide an environment where understanding, knowledge and respect of people of different cultural backgrounds can be encouraged
- encourage high expectations of all school members using their abilities
- meet the needs of learners of all abilities, within the framework of the national curriculum and its subject areas

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'.

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 Governors Annual Report and in other governing body documents.
- 3) Pupils & 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.

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"> • the name, address and telephone number of the school, and the type of school • website address and e-mail for contact • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school's vision 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 • information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, and any services offered by the school for which a fee is payable

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

Class	Description
Information provided by school	<ul style="list-style-type: none"> • details of the governing body membership, including name and contact details of chair and clerk • details on how to contact the governors via the school • minutes of the meetings of the governing body and sub-committees • a financial statement, including gifts made to the school • details of allowances and expenses that can be incurred or claimed by governors, and a record of total payments made to individual governors. • financial information about projected and actual income and expenditure, capital funding, additional funding, procurement, contracts and financial audit. (Financial information for the current and previous two financial years is available.) • details of the school's pupil premium allocation and plans to spend it in the current year, how the school's pupil premium allocation was spent in the previous year and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated • information on major plans for capital expenditure on building projects and other capital projects, including any private finance initiative and public-private partnership contracts • details of items of expenditure over £5,000, including costs, supplier and transaction information • any major proposals for the future of the school e.g. consultation on change of status • a description of the school's arrangements for security of pupils, staff and the

	<p>premises</p> <ul style="list-style-type: none"> • 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 • a description of our disability equality policy and our accessibility plan[VAC1][VAC2]
Instrument of Government	<ul style="list-style-type: none"> • 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 • details of the sponsor school • [VAC3]the date the instrument takes effect

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

Class	Description
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 of the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school Details of the school's approach to phonic and reading schemes
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
Disability/ 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
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	The school's policy statement for safeguarding and promoting the welfare of pupils at the school reflects the guidelines set out in the Area Child Protection Committee Code of Practice
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

Please note with over sixty school policies now needed with schools, Ambleside Primary School which came into existence in September 2006, has mapped out the work and development of these policies over a five-year rolling cycle.

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.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.
Performance data	Performance data supplied to the government
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, trips
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 head teacher on the effectiveness of appraisal procedures
Recruitment policy	Statement on the policy for staff recruitment.
Pay, allowances and expenses for staff	Statement on the policy for teachers' pay. Details of allowances and expenses that can be incurred or claimed. Statement to include the total of the allowances and expenses paid to individual senior staff (senior management or leadership team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum) by reference to categories in line with the school's policies and procedures including travel, subsistence and accommodation.
Staffing structure	Statement on the staffing structure, including the names and positions of all staff of the school, and how they may be contacted via the school. This includes the salaries for senior staff as defined above. These salaries are stated in bands of £10,000. For more junior posts, levels of pay are identified by salary range.
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
Statutory school policies	Statutory policies not itemised above but required by the school, as defined by the DFE on their website www.gov.uk/government/publications/statutory-policies-for-schools
Lists and registers	Any information that the school is legally required to hold in publicly available registers.

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

Email: admin@ambleside.nottingham.sch.uk

Tel: (0115) 900 3610

Fax: (0115) 900 3612

Contact Address: Ambleside Primary School,
Minver Crescent,
Aspley,
Nottingham
NG8 5PN

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST”

If the information you're looking for isn't available via the scheme or school 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. If you do not 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. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or if the information is a priced item e.g. some printed publications or videos, we will let you know the cost before fulfilling your request.

Records' management policy

The school retains its records under the policy and guidelines issued in the Records Management Toolkit for schools issued by the Information and Records Management Society (www.irms.org.uk/resources/information-guides/199-rm-toolkit-for-school), along with the school's data protection policy.

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,
Ambleside Primary School,
Minver Crescent,
Aspley,
Nottingham
NG8 5PN

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 545 745
Fax: 01625 524510
E Mail: publications@ic-foi.demon.co.uk
Website: www.ico.org.uk

Racial & Equality Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Accessibility of policy documents

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current school policies are available for parents and carers to read. A copy of each policy is displayed in the school lobby and all policies can also be consulted online via the School website at www.amblesideprimaryschool.co.uk. The school will try to arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English.

Review

This policy will be reviewed in the spring term 2016.

