



Tewkesbury C of E Primary School

Freedom of Information Policy

Approved by:	FGB	Date: September 2017
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Last reviewed on:	September 2017
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Next review due by:	September 2020
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Vision statement

Tewkesbury Church of England Primary School is an inclusive Christian school where we strengthen our relationship with God and each other. Every child is valued, challenged and nurtured to aspire to reach their full potential as a responsible member of the local and global Community. We are a school which develops each child's self-esteem and self-confidence by providing a variety of educational, creative and social opportunities and experiences which embrace their passion for learning in the world of technology and competition.

Key to our success is the contribution of staff, parents, governors and the community in assisting each child's journey.

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.

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.

1. AIMS AND OBJECTIVES

We want the children at Tewkesbury C of E Primary School to develop to their best potential academically and socially.

This will be achieved through enjoyable, broad based, stimulating, high quality learning experiences, a supportive yet challenging environment and high standards of teaching.

We aim to enable children to develop into individuals who demonstrate all aspects of good citizenship including: independence, care, respect, honesty, responsibility, politeness, good behaviour, happiness, enthusiasm and self-motivation. These attributes lay the foundations for the children becoming effective members of society.

To achieve this vision the School aims to have

In the school environment:

1. A stimulating and effective environment
2. A secure environment
3. A caring environment

In teaching and learning:

1. High academic expectations
2. Children as independent learners - children with effective learning & thinking skills
3. A broad and balanced curriculum

Socially:

1. Recognition of success and focusing on the positive
2. Respect for each other and resources
3. Humour
4. High expectations of behaviour
5. Happiness, stability and continuity
6. Effective communication with all stakeholders of the school
7. A forward thinking outlook

In the community:

1. Links with other schools, playgroups and nurseries
2. Involvement in the Community
3. Parents seen as partners in their child's education
4. An "open door" policy
5. Governor involvement in the school

2. 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 5 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.

3. 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.

Tewkesbury C of E Primary School
Chance Street
Tewkesbury
Gloucestershire
GL20 5RQ

Telephone: 01684 292309

Fax: 01684 292681

e-mail address:

head@tewkesburypri.gloucs.sch.uk

Web site: www.tewkesbury-primary.co.uk

4. 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 5. 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.

5. CLASSES OF INFORMATION CURRENTLY PUBLISHED

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website) Prospectus	£0.25 per A4 B&W Sheet
Who's who in the school	(hard copy and/or website) Prospectus	£0.25 per A4 B&W Sheet
Who's who on the governing body and the basis of their appointment	(hard copy and/or website) Prospectus	£0.25 per A4 B&W Sheet
Instrument of Government	(hard copy) Clerk to Govs	£0.25 per A4 B&W Sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website) Prospectus	£0.25 per A4 B&W Sheet
School prospectus	(hard copy and/or website)	£1.00 for cover and £0.25 per A4 B&W sheet
School Profile	(hard copy and/or website)	£0.25 per A4 B&W Sheet
Staffing structure	(hard copy)	£0.25 per A4 B&W Sheet
School session times and term dates	(hard copy and/or website)	£0.25 per A4 B&W Sheet
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy)	£0.25 per A4 B&W Sheet
Annual budget plan and financial statements	(hard copy)	£0.25 per A4 B&W Sheet
Capitalised funding	(hard copy)	£0.25 per A4 B&W Sheet
Additional funding	(hard copy)	£0.25 per A4 B&W Sheet

Procurement and projects	(hard copy)	£0.25 per A4 B&W Sheet
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Pay policy	(hard copy)	£0.25 per A4 B&W Sheet
Staffing and grading structure	(hard copy)	£0.25 per A4 B&W Sheet
Governors' allowances	(hard copy)	£0.25 per A4 B&W Sheet
Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy) SDP	£0.25 per A4 B&W Sheet
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	(hard copy or website)	£0.25 per A4 B&W Sheet
Performance management policy and procedures adopted by the governing body.	(hard copy)	£0.25 per A4 B&W Sheet
Schools future plans	(hard copy) SDP	£0.25 per A4 B&W Sheet
Class 4 – How we make decisions Admissions policy/decisions (not individual admission decisions)	(hard copy)	£0.25 per A4 B&W Sheet
Agendas of meetings of the governing body and (if held) its sub-committees	(hard copy)	£0.25 per A4 B&W Sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	(hard copy)	£0.25 per A4 B&W Sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/ or website)	£0.25 per A4 B&W Sheet
School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety Complaints procedure 	(hard copy and/or website)	£0.25 per A4 B&W Sheet

<ul style="list-style-type: none"> • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 		
Information to be published	How the information can be obtained	Cost
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	(hard copy and/or website)	£0.25 per A4 B&W Sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	(hard copy)	£0.25 per A4 B&W Sheet
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	(hard copy)	£0.25 per A4 B&W Sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	£0.25 per A4 B&W Sheet
Curriculum circulars and statutory instruments		£0.25 per A4 B&W Sheet
Disclosure logs		£0.25 per A4 B&W Sheet
Asset register		£0.25 per A4 B&W Sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Information to be published	How the information can be obtained	Cost
Extra-curricular activities	(hard copy and/ or website)	£0.25 per A4 B&W Sheet
Out of school clubs	(hard copy and/ or website)	£0.25 per A4 B&W Sheet
School publications	(hard copy and/ or website)	£0.25 per A4 B&W Sheet
Services for which the school is entitled to recover a fee, together with those fees	(hard copy)	£0.25 per A4 B&W Sheet
Leaflets books and newsletters	(hard copy and /or website)	£0.25 per A4 B&W Sheet

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 Head Teacher.

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 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk