



## FREEDOM OF INFORMATION POLICY

Date this review	Autumn 2023
Date next review	Autumn 2024
Statutorily required?	Yes
Approval body	Resources Committee
Reviewed by	School Business Manager

**Childhood matters to us: it is short, precious and cannot be repeated. Our Christian values are rooted in God. Growing in love, every child reaches their spiritual and academic potential. Our learners use their resilience, curiosity and independence to become fruitful and effective global citizens.**

**With the Holy Spirit by our side, we can achieve anything!**

This is the Publication Scheme on information available under the Freedom of Information Act 2000 for Send C of E Primary School.

### **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 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.

### **2. 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:

- 1/ School Information
- 2/ Governors' information
- 3/ Pupils & Curriculum information
- 4/ School Policies and other information related to the school.

### **4. 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, or letter. Contact details are set out below.

Email: sbm@sendcofe.co.uk  
Tel: 01483 223464  
Contact Address: Send C of E Primary School  
Send Barns Lane, Woking, Surrey GU23 7BS

To help us process your request quickly, please clearly mark any correspondence  
**"FOI PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme, 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. Information currently published**

The school's information has been classified in four classes:

- 1. Information about the school
- 2. Information about governors
- 3. Information about curriculum and pupils
- 4. School Policies and other information.

Class	Description
	<i>The information listed below is statutorily required or recommended and is published on the school's website. There is no charge from the school for this information.</i>
1	the name, address and telephone number of the school, and the type of school
1	the names of the Head Teacher and Chair of Governors
2	Governor information including term of office, appointing body, committees served on, positions of responsibility and attendance record.
1	Member of staff in school who deals with queries from parents and members of the public.
4	School's Policy for Admissions
1	a statement of the school's ethos and values
3	number of pupils on roll and rates of pupils' authorised and unauthorised absences
3	National Curriculum assessment results for appropriate Key Stages, with national summary figures
3	The content of the curriculum provided by the school in each academic year for each subject.
1	The arrangements for visits to the school by prospective parents
4	Information on Pupil Premium and Sports Premium allocation and spending
3	A Report on Special Education Needs
1	Other information, including names of staff, disabled access, events calendar, term dates, times of school day, lessons and assemblies, after school clubs and extra-curricular activities, newsletters, link to Parent View, gallery of children's' work, published information of the school's Public Sector Equality Duty, Twitter feed, uniform list, homework timetable, PFTA information, lunchtime menu, bad weather procedure.
4	Admissions Policy and Nursery Admissions Policy
4	Charging and Remissions Policy
4	Pupil positive Behaviour and Anti-Bullying Policy
	<i>The list below shows policies that the school is statutorily required to have. Copies are available from the school at £1.00 per document.</i>
4	Accessibility Plan
4	Data Protection Policy
4	Early Years Foundation Stage & Appendix
4	Emergency Plan
4	Governor Allowances Policy
4	Health & Safety Policy
4	Inclusion (including equality) Policy
4	Governing Body Instrument of Government
4	Positive Behaviour & Anti-Bullying Policy
4	Register of Business Interests
4	Responding to Parental Concerns (Complaints) Policy and procedures
4	School Prospectus including Home School Agreement
4	Sex & Relationship Education Policy
4	Staff Appraisal and Performance Management Policy
4	Staff Code of Conduct
4	Staff Discipline & Capability Policy
4	Staff Ending Bullying & Harassment Policy (Dealing with allegations of staff abuse)

Class	Description
4	Staff Equal Opportunities in Employment Policy
4	Staff Grievance Policy
4	Staff Pay Policy
4	Supporting children with medical conditions Policy
4	Freedom of Information Policy
4	Health & Safety Policy
4	Safeguarding including child protection, safer recruitment Policy
4	School admissions Policy
4	Charging and Remissions Policy
4	Special Educational Needs Policy and Report
	<i>In addition to the policies above the school also has the following policies. Copies are available from the school at £1.00 per document.</i>
4	Collective Worship Policy
4	e-Safety Policy
4	Effective Feedback & Marking Policy
4	English Policy
4	Finance Policy
4	Financial Regulations
4	Governor Code of Conduct
4	Governor Induction Policy
4	Governor Standing Orders
4	Governor Visits Policy
4	Homework Policy
4	Managing Continence Policy
4	Maths Policy
4	Nursery Prospectus
4	Staff Attendance Policy
4	Staff Induction & Handbook
4	Staff Lone Working Policy
4	Staff Managing Changing Staff Needs Policy
4	Staff Recruitment and Selection Policy
4	Staff Special Leave of Absence Policy
4	Staff Whistleblowing Policy
4	Teaching for Learning Policy
4	Other Curriculum Policies on curriculum subjects, religious education with schemes of work and syllabuses currently used by the school
1	Published Ofsted Reports and Statutory Inspections of Anglican and Methodist Schools (SIAMS) - inspection reports of religious education in those schools designated as having a religious character
1	Post Ofsted inspection action plan and Federation Development Plans setting out the actions required from Ofsted and SIAMS inspections.
1	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. These are available on the DFES website and are available free of

Class	Description
	charge from the DfE
	<i>Other documents that are held by the school are available on request. Charges of £1.00 per document will apply.</i>

This list is accurate at the time of publication and is subject to change. If you have a requirement for specific information please ask and we will be pleased to help. Any such documents will be made available at the cost of £1 per copy.

## 7. Feedback and Complaints

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

*School Business Manager*, at the address given above, or by email to:  
[sbm@sendcofe.co.uk](mailto:sbm@sendcofe.co.uk)

If you wish to make a complaint then this should be addressed to:  
*Mrs Marianne McDonnell Head Teacher*, at the address given above, or by email to:  
[head@sendcofe.co.uk](mailto:head@sendcofe.co.uk)

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](mailto:publications@ic-foi.demon.co.uk).**  
**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**