



Deanery C.E. Primary School
Academy Status

Freedom of Information Policy

November 2017

Introduction

One of the aims of the Freedom of Information Act 2000 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.

Aims & Objectives

We believe that children thrive in a happy, secure and caring environment. It is an essential part of our Christian ethos that peace, love, faith, joy, grace and hope and caring for others should be the core values that everyone respect and agree.

We believe that education is the vehicle with which children can develop their social, creative and academic skills, to achieve their full potential.

Our aim is to provide opportunities and experiences for children to learn and develop within a loving, motivating and stimulating environment.

We aim to:-

- Foster an environment that is enriched morally and socially through the Christian faith.
- Value each child as an individual, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another.
- Offer a range of opportunities and experiences to develop their confidence, self esteem and independence.
- Encourage each child to fulfil their individual potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community and the parishes of the Deanery.

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 will publish in the future. These are contained in section 6 of this scheme.

The information that we undertake to make available are organised into four broad topic areas:-

School Prospectus – Information published in the school prospectus.

School Profile and other information relating to the Governing Body – Information published in the School Profile 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 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:-

Website : www.deanery.bham.sch.uk

Email : enquiry@deanery.bham.sch.uk

Tel : 0121 351 6441/6615

Fax : 0121 313 0320

Contact Address : Fox Hollies Road, Walmley, Sutton Coldfield, West Midlands, B76 2RD

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 and isn't on the 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 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 involves significant photocopying or printing, or payment of a large postage charge, or is for a priced item such as some printed publication 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. Our Charging & Remissions Policy outlines our charging system and costs.

Classes of Information Currently Published

Much of our information is now available on our school website at web.deanery.bham.sch.uk.

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

The statutory contents of the school prospectus are as follows; other items of interest about the school are included in the prospectus:-

- The name, address and telephone number of the school, and the type of school.
- The names of the Head Teacher and Chairman of Governors.
- Information on the school policy on admissions.
- A statement of the school's ethos and values.
- Details of any affiliation 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.

School Profile and Other Information Relating to the Governing Body – this section sets out information published in the School Profile and in other governing body documents.

School Profile- The contents of the School Profile are as follows:-

- Performance data.
- Summary of Ofsted Report
- School's intentions for the future.

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 (current and last full academic school year). Some information might be confidential or otherwise exempt from the publication by law.

Pupils & Curriculum Policies – There are a number of policies relating to pupils and school curriculum which are available on request.

School Policies and other information related to the school – There are a number of policies relating to pupils and school curriculum which are available on request.

Feedback and Complaints

We welcome any comments or suggestion 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, Deanery C.E. Primary School, Fox Hollies Road, Walmley, Sutton Coldfield, West Midlands, B76 2RD.

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 ensure 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 by telephoning 01625 545700; email at publications@ic-foi.demon.co.uk or website: www.informationcommissioner.gov.uk.**

Policy reviewed by Sally Yates Head Teacher
Policy reviewed by Finance and Audit Committee
Policy reviewed by Finance and Audit Committee

September 2014
November 2016
November 2017

Agreed and accepted by Governing Body

December 2017

Signed _____

Dated _____

DEANERY C.E. PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

ANNEX A – Further documents held by the school may include some or all of the following:

1. Instrument of Government.
2. Terms of Reference – Finance Committee.
3. Terms of Reference – Admissions Committee.
4. Terms of Reference – Curriculum Committee.
5. Terms of Reference – Personnel Committee
6. Terms of Reference – Buildings Committee.
7. Health & Safety Policy.
8. Anti-Harassment Policy.
9. Staff Grievance Policy.
10. Staff Disciplinary Policy.
11. Delegation of Powers (appointment/promotion of staff).
12. Managing Staff Absence Policy.
13. Mentoring of Trainees Policy.
14. Whistle Blowing Policy.
15. Maternity, Paternity, Parental & Adoption Policy.
16. Performance Management Policy.
17. Staff Development & Professional Training Policy.
18. Charging & Remissions Policy.
19. Special Educational Needs Policy.
20. Complaints Procedure.
21. Race Equality Policy.
22. The Education of Children in Care Policy.
23. Behaviour Policy.
24. Admissions to Reception Application & Criteria.
25. Admissions to Nursery Application & Criteria.
26. Barriers to Learning Policy.
27. Child Protection Policy.
28. School Improvement Plan.
29. School Ethos & Values.
30. Teaching & Learning Policy.
31. Educational Visits Policy.
32. Nutritional Standards Policy.
33. Inclusion Policy.
34. School Prospectus.
35. PSHE Policy.
36. Management of Drug Related Incidents Policy.
37. Administration of Prescribed Medicines Policy.
38. Peer Mediation Policy.
39. R.E. Policy.
40. Gifted & Talented Policy.
41. Sex & Relationship Education Policy.
42. Home/school Partnership Agreement.

- 43. Homework Policy.
- 44. Feedback and Marking Policy.
- 45. Presentation Policy.
- 46. Maths Policy.
- 47. Literacy Policy.
- 48. Freedom of Information Act.
- 49. Collective Worship Policy.
- 50. Five Year Expenditure Programme.
- 51. Lettings Policy.
- 52. Purchasing & Tendering Policy