

NORTHERN FEDERATION FREEDOM OF INFORMATION POLICY



The governing body is responsible for maintenance of this scheme.

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 online or 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 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.

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:

School Profile – information published on the school website or 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.

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, fax or letter. Contact details are set out below.

Tel: 02392370613 NJS 02392370693 NIS

Fax: 02392383308

Contact Address: Northern Infant School or Northern Junior School

Richmond Rise, Portchester, Fareham, Hants, PO16 8DG

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

If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it.

5. Paying for information

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. Classes of Information Currently Published

School Profile – this section sets out information published on the school website or prospectus

Description	How the information can be obtained	Cost
Organisational information, structures and who is who in the school, including contact details for the Executive Headteacher and Governing Body	Website	Free
The school's prospectus	Website	Free
<p>The statutory contents of the school website are as follows, (other items may be included on the website at the school's discretion):</p> <p>Details of the school's pupil premium allocation and plans to spend it in the current year; and, for the previous year, a statement of how the money was spent and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated;</p>	Website	Free
Details of the school's curriculum, content and approach, by academic year and by subject and approach to phonic and reading schemes;	Website	Free
Details or links to the school's admission arrangements, including its selection and oversubscription criteria, published admission number and the school's process for applications through the local authority ;	Website	Free
Details of the school's policies on behaviour, charging and SEN and disability provision;	Website	Free
Links to the school's Ofsted reports and DfE School Performance Tables and details of the school's latest Key Stage 2 attainment and progress measures as presented in the School Performance Tables;	Website	Free
A statement of the school's ethos and values	Website	Free
Session times and term dates	Website	Free
Location and contact information	Website	Free

Governors' Documents – this section sets out information published in the Governors' Annual Report and in other governing body documents.

Description	How the information can be obtained	Cost
<p>Governors' Annual Report 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):</p> <ul style="list-style-type: none"> ▪ details of the governing body membership, including name and address of chair and clerk ▪ a statement on progress in implementing the action plan drawn up following an inspection ▪ a financial statement, including gifts made to the school and amounts paid to governors for expenses ▪ a description of the school's arrangements for security of pupils staff and the premises ▪ 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 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 ▪ a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning ▪ number of pupils on roll and rates of pupils' authorised and unauthorised absence ▪ National Curriculum assessment results for appropriate Key Stages, with national summary figures ▪ a statement of the extent to which proposals in the post- inspection action plan have been carried into effect 	<p>Hard Copy Contact the School</p>	<p>5p per page</p>
<p>Instrument of Government</p> <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 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 	<p>Hard Copy Contact the School</p>	<p>5p per page</p>
<p>Financial Information</p> <ul style="list-style-type: none"> • Annual budget plan • Capital funding • Audit reports • Details of expenditure over £2000 	<p>Hard Copy Contact the School</p> <p>FGB Minutes on website</p>	<p>5p per page</p> <p>Free</p>
<p>Minutes of the meeting of the governing body and its committees</p>	<p>Hard Copy Contact the</p>	<p>5p per page</p>

	School FGB Minutes on website	Free
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Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Description	How the information can be obtained	Cost
Home – school agreement	Website	Free
Curriculum Policy	Hard Copy Contact the School	5p per page
Sex Education Policy	Hard Copy Contact the School	5p per page
Special Education Needs Policy	Website	Free
Accessibility Plans	Website	Free
Single Equality Policy	Website	Free
Collective Worship	Hard Copy Contact the School	5p per page
Child Protection Policy	Website	Free
Behaviour and Anti-bullying Policy	Website	Free
Internet Use Policy	Hard Copy Contact the School	5p per page

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Description	How the information can be obtained	Cost
Published reports of Ofsted referring expressly to the school	Website	Free
	Hard Copy Contact the School	5p per page
Post-Ofsted inspection action plan	Hard Copy Contact the School	5p per page
School session times and term dates	Website	Free
Health and Safety Policy and risk assessment	Website	Free

Complaints procedure	Hard Copy Contact the School	5p per page
Performance Management of Staff	Hard Copy Contact the School	5p per page
Staff Conduct, Discipline and Grievance	Hard Copy Contact the School	5p per page
Pay Policy	Hard Copy Contact the School	5p per page
Curriculum circulars and statutory instruments	Hard Copy Contact the School	5p per page
Records management and personal data policies	Hard Copy Contact the School	5p per page
Charging Policy	Hard Copy Contact the School	5p per page
Annex A - Other documents	Hard Copy Contact the School	5p per page

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 Executive 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 or

Enquiry/Information Line: 01625 545 700 E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Northern Federation
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Name of Document	Description
Personal Information	Any copies of information held about your child in the school office. For example copies of medical forms previously returned to us.
Tests	Copies of tests taken in school such as , but not limited to, mock SATs tests, QCAs, SALFORD, NFER, DEST
Results of Tests	Results and reports generated by tests taken in school such as, but not limited to, mock SATs tests, QCAs, SALFORD, NFER, DEST
Reports from Professionals	Duplicates of reports from professionals such as Educational Psychologist reports, Occupational Therapist reports, reports from Behaviour Support Team and other outside agencies working with the school.
Personal Letters	Duplicates of personalised letters which have been previously sent home. For example dinner money notifications and debt reminder letters.
SEN Reports	Further copies of Individual Education Plans, Inclusion Partnership Agreements and EHC Plans

Reviewed: Autumn 2017

Due to be reviewed: Autumn 2018