

CAVERSHAM PRIMARY SCHOOL



FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

Date: March 2017

To be reviewed: March 2019

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 that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that 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.

The Governing Body is responsible for maintenance of this scheme.

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

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'. 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 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.

4. How to request information

Many of the documents are available on our website. You will find our website at <http://www.cavershamprimary.org>

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@cavershamprimary.reading.sch.uk
 Tel: 0118 9375454
 Fax: 0118 9375456
 Contact Caversham Primary School, Hemdean Road, Caversham,
 Address: Reading, RG4 7RA

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

If the information you're looking for isn't available via the scheme and isn't on our website, 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. Classes of Information Currently Published

6.1 Who we are and what we do

Organisational information, structures, locations and contacts

- *Instrument of Government*
 The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.

- *School prospectus*

The statutory contents of the school prospectus, as follows:

- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.

Once the prospectus has been published and made available to parents, access to it will be available to anyone.

- *Governing Body*

The names, and contact details of the governors is available and the basis on which they have been appointed.

- *School session times and term dates*

Details of school session times and dates of school terms and holidays.

- *Location and contact information*

The address, telephone number and website for the school together with the names of key personnel.

6.2 What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- *Pay policy*

The statement of the school's policy and procedures regarding teachers' pay.

- *Staffing and grading structure*

- *Governors' allowances*

Details of allowances and expenses that can be claimed or incurred.

6.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- *School profile*

- Government-supplied performance data

- Summary of latest Ofsted report*

- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community (* the full Ofsted report is also available.)

- *Performance management information*
Performance management policy and procedures adopted by the governing body.
- *Schools future plans*
Any major proposals for the future of the school involving, for example, consultation or a change in school status.
- *Every Child Matters / Child protection*
The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

6.4 How we make decisions

Decision-making processes and records of decisions, available for the current and previous three years.

- *Admissions policy / decisions*
Caversham Primary School's admissions are managed by Reading Borough Council. Reading Borough council will therefore provide information regarding admission arrangements and procedures, together with information about the right of appeal.
- *Minutes of meetings of the Governing body and its sub-committees*
Minutes, agendas and papers considered at such meetings are available, with the exception of information that is properly considered to be private to the meeting.

6.5 Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

- *School policies*
This includes school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.
- *Pupil and Curriculum policies*
This includes such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.
- *Records management and personal data policies*

This includes security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- *Equality and diversity*
This includes policies, schemes, statements, procedures and guidelines relating to equal opportunities.
- *Policies and procedures for the recruitment of staff*
Vacancies are advertised as part of recruitment policies, details of current vacancies are readily available.
- *Charging regimes and policies*
Details of any statutory charging regimes are provided. Charging policies will 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.

6.6 Lists and registers

- *Curriculum circulars and statutory instruments*
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.
- *Disclosure logs*
A disclosure log indicating the information provided in response to requests.
- *Asset register*
- *Any information the school is currently legally required to hold in publicly available registers*

6.7 The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- *Extra-curricular activities*
- *Out of school clubs*
- *School publications*
- *Services for which the school is entitled to recover a fee, together with those fees*
- *Leaflets, booklets and newsletters*

7. 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,
Caversham Primary School, Caversham, Reading RG4 7RA***

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***

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi