

SOUTH DARLEY C.E.  
PRIMARY SCHOOL



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# SOUTH DARLEY C of E PRIMARY SCHOOL

## FREEDOM OF INFORMATION POLICY

<b>Person/Committee responsible for reviewing/updating this plan</b>	Headteacher
<b>Policy Number</b>	PN150
<b>Date First Issued</b>	20.01.20
<b>Date of Next Review</b>	Term 3 2024

<b>Date of Review</b>	<b>Governors Meeting Reference Number</b>	<b>Approved by name</b>	<b>Comments</b>
25.01.16	FGM25012016.7.1F	P Wilde	
20.01.20	FGB20012020.12.9	P Wilde	

# South Darley CE Primary School

## Publication Scheme on information available under the Freedom of Information Act 2000

*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 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. The school will ensure that any information provided conforms with the legal requirements of GDPR legislation and does not lead to an increase of any safeguarding risks.

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,

and this publication scheme is a means of showing how we are pursuing these aims.

### **3. Categories of information published**

The publication schemes 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 organized into four broad topic areas:

- i. School Prospectus – information published in the school prospectus
- ii. Governors documents – information published in governing body documents
- iii. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum
- iv. 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 documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

E-mail: [office@southdarley.derbyshire.sch.uk](mailto:office@southdarley.derbyshire.sch.uk)

Tel: (01629) 732240

Contact Address:       The Headteacher  
                                  South Darley CE Primary School  
                                  Cross Green  
                                  Matlock  
                                  Derbyshire DE4 2JT

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”

If the information you are looking for isn't 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 prospectus – this section sets out the information published in the school prospectus.**

<b>Class</b>	<b>Description</b>
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion);

	<ul style="list-style-type: none"> <li>• The name, address and telephone number of the school, and the type of school</li> <li>• The names of the Headteacher and Chair of Governors</li> <li>• Information on the school policy on admissions</li> <li>• A statement of the school's ethos and values</li> <li>• Details of any affiliations with a particular religion or religious denomination, education and collective worship and the alternative provision for those pupils</li> <li>• Information about the school's policy on providing for pupils with special educational needs</li> <li>• Number of pupils on roll and rates of pupils authorized and unauthorized absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• The arrangements for visits to the school by prospective parents</li> </ul>
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**Information relating to the Governing Body – this section sets out information published in governing body documents**

<b>Class</b>	<b>Description</b>
Instrument of Governance	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any Body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
Minutes* of meeting of the governing body and its committees	<ul style="list-style-type: none"> <li>• Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)</li> </ul> <p>*some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

**Pupils and Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.**

<b>Class</b>	<b>Description</b>
Home – School Agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements.

Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Educational Needs & Disability Policy	Information about the school's policy on providing for pupils with special educational and disability needs.
Equality Scheme	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behavior and Discipline Policy	Statement of general principles on behavior and discipline and of measures taken by the Headteacher to prevent bullying.