

## HOLY TRINITY PEWLEY DOWN

A federation of Holy Trinity Junior & Pewley Down Infant Schools, Guildford

# Freedom of Information Policy

This is Holy Trinity Pewley Down School's 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 format in which 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 format in which the information will be made available 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 to download and print from our website or 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.

HTPD fully endorses and adheres to the principles of data protection as outlined in the Data Protection Acts of 1994 and 1998.

## 2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the School Business Manager by telephone, email, letter or fax. Contact details are set out below or you can visit our website at [www.htpd.surrey.sch.uk](http://www.htpd.surrey.sch.uk)

	<b>Holy Trinity Junior</b>	<b>Pewley Down Infants</b>
<b>Tel</b>	(01483) 539 033	(01483) 57 00 38
<b>Fax</b>	(01483) 451 227	(01483) 453 013
<b>eMail</b>	<a href="mailto:hts@htpd.surrey.sch.uk">hts@htpd.surrey.sch.uk</a>	info@htpd.surrey.sch.uk
<b>Physical Address</b>	Addison Road Guildford GU1 3QF	Semaphore Road Guildford GU1 3PT

To help us process your request quickly, please clearly mark any correspondence “**FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST**” (in CAPITALS please).

If the information you’re looking for is not available via the scheme nor on our website you can still contact the school to ask if we have it.

### 3. 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.

### 4. 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 four 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 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 including references to pupil records and incident logs.
- **School Policies and other information related to the school** - information about policies that relate to the school in general.

### 5. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<ul style="list-style-type: none"> <li>• the name, address, website and telephone number of the school, and the type of school</li> <li>• the name of the head teacher</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• details of any affiliations 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</li> <li>• number of pupils on roll and rates of pupils’ authorised and unauthorised absences</li> </ul>

	<ul style="list-style-type: none"> <li>the arrangements for visits to the school by prospective parents</li> </ul> <p><b>Plus loose leaf information</b></p> <ul style="list-style-type: none"> <li>information on the school policy on admissions</li> <li>a statement of the school's aims</li> <li>National Curriculum assessment results for Key Stage One and Two, with national summary figures</li> <li>latest Ofsted report – May 2013</li> <li>New Parents' Pack which is given to parents when their children start at Pewley Down</li> <li>Holy Trinity Parents' Handbook which is given to parents when their children start at Holy Trinity</li> </ul>
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**The 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.

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.
<b>Instrument of Government and Constitution Details</b>	<p>The instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.</p> <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>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees [ <i>current and last full academic school year</i> ]

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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

**Pupils & 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 Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
E-Safety and Internet Access Policy	Information on the school’s policy on internet safety
RE Policy	Information on the school’s policy and the right of parents to withdraw children.
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Accessibility and Equal Opportunities Policy	Statement of policy for promoting equality, including race and gender equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Pupil Discipline (Behaviour and Discipline Statement and Anti-bullying policy)	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Security Policy	Statement of policy regarding the safety of pupils, staff and visitors on site
Attendance Policy	Statement of policy regarding pupil attendance at school
Drug Education	Statement of policy with regard to drug education
Administration of Medicine Policy	Statement of policy with regard to children who are unwell and to clarify the responsibilities for the medical care of pupils
Out of School Journeys Policy	Statement of policy with regard to educational visits for all off-site visits and activities organised through the school
Visitors to the School Policy	Statement of policy regarding visitors to the school
Playground Safety Policy	Statement of policy regarding safe, inclusive play at break and lunch-times
PHSE Policy	Information on the school’s policy on PHSE

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

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the letter to the children from the lead inspector.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal Policy	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Disciplinary & Capability Policy and Procedure	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Safer Recruiting Policy	Statement of policy regarding recruitment of all school staff
Equal Opportunities in Employment Policy	Statement of policy regarding equal opportunities in recruitment and employment
Attendance Management Policy & Procedure	Procedures for recording and dealing with staff absences
Special Leave of Absence Policy	Statement of policy regarding leave of absence
Salary Policy	Statement of policy regarding staff salaries
Whistleblowing (or Confidential Reporting) Policy	Statement of policy regarding reporting unacceptable practice or behaviour where the welfare of children, staff or public may be at risk
Allegations of Abuse against Staff	Procedures for allegations of abuse against staff
Grievance Policy & Procedure	Procedures for staff seeking redress for a grievance arising from their work
Other documents	Many other policies and documents are available on request.

## **6. 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 Clerk to the Governing Body.

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)**

## **Review**

The Governing Body of HTPD first adopted this policy in 2010. It will be reviewed annually by the Governing Body and will be revised as often as may be required.

**Date last reviewed: January 2016**

**Date for next review: January 2018**

**Signed:**

**Mark Sharman**

**Governor of Holy Trinity Junior & Pewley Down Infant Schools**

**ECM**