

Freedom of Information Policy & Publication Scheme

This policy (which includes our publication scheme) conforms to the model scheme approved by the Information Commissioner. The Governing Body is responsible for maintenance of this scheme.

1. Introduction

This publication scheme explains the school's procedure for making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below.

Aims of Our School

Holy Trinity Pewley Down School serves the local community and the surrounding area by providing an educational service of the highest quality. This publication scheme is a means of showing how we pursue our vision which is to

seek to nurture in the hearts and minds of our children the capacity to respond to the knowledge and love of God. We provide them with an experience of Christian community which will influence and shape the rest of their lives, enabling them to reach their God-given potential. We strive for excellence intellectually and spiritually. We celebrate the Christian faith as well as our differences, welcoming families of many different faiths, ethnic groups and languages.

2. Classes of Information we hold

School Information

Information that would be included in a printed prospectus; School Vision and Values; daily and other routines within school; staff and governing body lists; uniform; our contact information; arrangements for visits to the school by prospective parent/carers

Information for Parents

Our Policies, including statutory policies (see Appendix 1); information on the school's policy for providing for pupils with special educational needs; admissions information; enrolment pack and Parent/carers' handbook which are given to parent/carers when their children start at the school; school term dates and calendar of events; codes of conduct eg On-line Safety Internet Use in School; links to the School PTA bodies (FOPS at Pewley Down and HTSC at Holy Trinity); school dinners; the Breakfast and Afterschool; weekly newsletters

Statutory Information

Including statutory policies, Attainment and SATs results; Pupil Premium and Sports Premium spend; Curriculum information; Ofsted Report; Admissions criteria and our Complaints Procedure.

Governing Body

The constitution and responsibilities of school governors; list of governors and committee membership; register of business interests and attendance at meetings; governor minutes (Part 1)

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

The method by which information published under this scheme will be made available

Where possible, information will be provided on our website, or otherwise may be obtained via the school office, or e-mailing info@htpd.surrey.sch.uk (see also point 5. below).

Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge, 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. Information involving considerable time in collation may incur a proportionate cost. 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. Copying charges will be made at 15p per page. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. See how to request information at point 5. below.

5. How to request information

If you require a paper version of any of the documents within the scheme, or wish to view information in school, please contact us by telephone, eMail or letter using the following addresses/numbers

	Holy Trinity Junior	Pewley Down Infants
School website	www.htpd.surrey.sch.uk	
Tel	(01483) 539 033	(01483) 57 00 38
Fax	(01483) 451 227	None
eMail	hts@htpd.surrey.sch.uk	info@htpd.surrey.sch.uk
Physical Address	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 and we will tell you whether or not we have it.

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 Chairman of Governors, c/o the Clerk to the Governors, Pewley Down Infant School.

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:

Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : 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 2019

Date for next review: January 2020

Signed:

Mark Sharman

Governor of Holy Trinity Junior & Pewley Down Infant Schools

ECM

Appendix 1

HTPD Pupil & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
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
Collective Worship	Statement of arrangements for the required daily act of collective worship
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
On-line Safety & ICT Policy	Information on the school’s policy on internet safety
PHSE Policy	Information on the school’s policy on PHSE
RE Policy	Information on the school’s policy and the right of parents to withdraw children.
Sex Education Policy	Statement of policy with regard to sex and relationship education
SEND Policy	Information about the school's policy on providing for pupils with special educational needs
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
Attendance Policy	Statement of policy regarding pupil attendance at school
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
Child Protection (Safeguarding) Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Pupil Discipline (Behaviour and Anti-bullying policies)	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
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

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

Class	Description
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.
Complaints policy	Statement of procedures for dealing with complaints
School session times and term dates	Details of school session and dates of school terms and holidays
Charging and Remissions Policy	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
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
Allegations of Abuse against Staff	Procedures for allegations of abuse against staff
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
Attendance Management Policy & Procedure	Procedures for recording and dealing with staff absences
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
Equal Opportunities in Employment Policy	Statement of policy regarding equal opportunities in recruitment and employment
Grievance Policy & Procedure	Procedures for staff seeking redress for a grievance arising from their work
Pay Policy	Statement of policy regarding staff salaries
Safer Recruiting Policy	Statement of policy regarding recruitment of all school staff
Special Leave of Absence Policy	Statement of policy regarding leave of absence
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
Other documents	Many other policies and documents are available on request.