



# **WILDRIDINGS PRIMARY SCHOOL**

## **Freedom of Information Publication Scheme**

|  |                      | <b>Signature</b> | <b>Date</b> |
|--|----------------------|------------------|-------------|
| <b>Headteacher</b>                         | <b>Mr Simon Cope</b> |                  |             |
| <b>On behalf of the<br/>Governing Body</b> | <b>Mrs Sarah Hey</b> |                  |             |

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|------------------------|----------------------------|
| <b>Version</b>         | 1.0                        |
| <b>Reviewed by</b>     | FGB                        |
| <b>Approved by FGB</b> | 19 <sup>th</sup> July 2018 |
| <b>Next Review</b>     | May 2020                   |

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

### **1. Introduction: what a publication scheme is and why it has been developed**

The Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document which came into force on January 1 2005 comprises two obligations .The first relates to the public right of access to information and the second obliges public authorities, including all state schools, to be clear and proactive about information which is routinely made available. This document is concerned with the latter. The FOIA does not oblige schools to produce particular documents but to make available those documents which do exist.

To this end, we have produced this 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 Scheme can be made available in paper form and most of it is also available on our website to download.

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of every 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.

The Data Protection Act requires that schools must keep private and confidential certain information about staff, pupils and their families such as personal information and information received from other agencies such as social services. This remains the case under the FOIA and such information will not form part of the Publication Scheme.

This Publication Scheme is derived from the model Scheme for schools approved by the Information Commissioner

The Governing Body and Headteacher are responsible for the maintenance of this Scheme.

### **2. Categories of published Information**

The School's Publication Scheme guides you to information which we currently publish (or have recently published) or which we may publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available, if and when recorded, are organised into four broad topic areas:

*School Website* – information published on the school website.

*Governors' Documents* – information published in the Instrument of Government 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.

More specific publications contained within these classes are provided in the Appendix.

### **3. How to request information**

Most of the publications are available on the School's website but if you require a paper version of any of the documents within the Publication Scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at [www.wildridingsprimary.co.uk](http://www.wildridingsprimary.co.uk)

Email: [secretary@wildridingsprimary.co.uk](mailto:secretary@wildridingsprimary.co.uk)

Tel: **01344 425483**

Contact Address: **Netherton, Bracknell, Berkshire, RG12 7DX**

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. In some circumstances we may withhold the publication you have requested under one or more of the exemptions applicable under the legislation.

### **4. 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 publications covered by this Publication Scheme are provided free unless stated otherwise in the Appendix. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

### **5. Feedback and Complaints**

We welcome any comments or suggestions you may have about the Publication 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 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 545 745**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website :    [www.ico.org.uk](http://www.ico.org.uk)**

## APPENDIX.

### Classes of Information published or which may be published in the future.

#### A. School Website.

| Class                 | Description   |
|-----------------------|---|
| <b>School Website</b> | <p>The contents of the school website are as follows, (other items may be included on the website at the school's discretion):</p> <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, 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>• 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' authorised and unauthorised 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> |

## B. Instrument of Government and other information relating to the governing body.

| Class  | Description  |
|--|--|
| <b>Instrument of Government</b>                              | <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 anybody 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 meetings of the governing body</b> | Agreed minutes of meetings of the governing body<br><br>Copies of minutes are not available on the school website but may be obtained from the school office.  |

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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

### C. Pupils & Curriculum Policies

| <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              |
| Sex & Relationships 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   |
| 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. |
| Equality Policy                        | Statement of Equality Objectives and policy for promoting equality   |
| Collective Worship                     | Statement of arrangements for the required daily act of collective worship   |
| Safeguarding & Child Protection Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school.  |
| Behaviour Policy                       | Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.  |

#### D. School Policies and other information related to the school

| <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 summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character |
| 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    |
| 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   |
| Performance Management of Staff                               | Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures                     |
| Staff Conduct, Discipline and Grievance                       | Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance   |
| Curriculum circulars and statutory instruments                | Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or Governing Body relating to the curriculum                   |
| Other documents   | Any other recorded information unless exempt from publication by law such as under the Data Protection Act.   |