



# Freedom of Information (FOI) Policy

<b>Review frequency</b>	Annually	<b>Reviewed</b>	Oct 21
<b>Governing Committee Responsible</b>	Resources	<b>Governor Approval (date)</b>	Jan 22
<b>Website</b>	Yes		
<b>Staff Responsible</b>	Cath Bainbridge	<b>Next review</b>	Oct 23

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### **This is Maple Tree Primary School’s Publication Scheme on information available under the Freedom of Information Act 2000**

#### **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.

## 2. Aims and Objectives

The school aims to:





-  enable every child to fulfill 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
-  ensure that the whole staff has opportunity for quality professional development
-  ensure that colleagues have time to disseminate ideas and best practice to others

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'. 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/Website – information published in the school prospectus or on our website.
-  Governors' Documents – information about the school and its performance reviewed by Governors.
-  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 [www.mapletreepriaryschool.com](http://www.mapletreepriaryschool.com)

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Email: [office@mapletreepriaryschool.com](mailto:office@mapletreepriaryschool.com)

Tel: 01767 699806

Contact Address:

Mrs Kim Varley, School Business Manager  
Maple Tree Primary School  
Hawk Drive  
Sandy  
Bedfordshire  
SG19 2WA

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 you can still contact the school to ask if we have it.

## 5. Paying for information

Information published on our website is free. 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.

## 6. Classes of Information Currently Published

Who we are and what we do

Organisational information, structures, locations and contacts.

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

Class	Description
<b>School Prospectus/ Website</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus 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</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 the person/committee 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 of meetings of the governing body</b>	<p>The names, and contact details of the governors should be available and the basis on which they have been appointed.</p>

<b>and its committees<sup>1</sup></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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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
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.
Race Equality Policy	Statement of policy for promoting race 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.
Behaviour Policy	Statement of general principles on behaviour and sanctions and of measures taken by the head teacher to prevent bullying.

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 summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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

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

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 head teacher 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 head teacher or governing body relating to the curriculum

## 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:

**Chair of Governors**  
**Maple Tree Primary School**  
**Sandy**  
**SG19 2WA**

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).**  
**Web site :[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

## 8. Monitoring arrangements

The Resources Committee of the Governing Body will review this document every year.