



FREEDOM OF INFORMATION POLICY

2020-2021

Publication Scheme on information available under the Freedom of Information Act

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 (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 which 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 is available in paper form from the school.

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.

2. Aims and Objectives

The school aims to:

- Ensure that each child realises his or her full potential
- Meet the needs of individual children in a caring Christian environment
- Develop mutually supportive links between home and school
- Develop confidence, independence, self esteem, together with respect for all people
- Provide high quality teaching and stimulating learning opportunities
- Establish high expectations of both behaviour and attainment
- Prepare children for their responsibilities as good citizens and develop their awareness of their role in the wider community,

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, 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:

1. School Prospectus – information published in the school prospectus.
2. Governors' Documents – information published in the Governors Annual Report and in other governing body documents.
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
4. School Policies and other information related to the school - information about policies that relate to the school in general.

How to request information

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

Chester-le-Street CE Primary
Hilda Park
Chester-le-Street
DH2 2JT

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.

5. 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. 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 information published in the school prospectus.

| Class | Description |
|-------------------|--|
| School Prospectus | <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">the name, address and telephone number of the school, and the type of schoolthe names of the head teacher and chair of governorsinformation on the school policy on admissionsa statement of the school's ethos and valuesdetails 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 pupilsinformation about the school's policy on providing for pupils with special educational needsnumber of pupils on roll and rates of pupils' authorised and unauthorised absencesNational Curriculum assessment results for appropriate Key Stages, with national summary figuresthe arrangements for visits to the school by prospective parents |

Governors' Annual Report and other information relating to the governing body– this section sets out information published in the Governors' Annual Report and in other governing body documents.

| Class | Description |
|--------------------------|---|
| Governors' Annual Report | <p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none">details of the governing body membership, including name and address of chair and clerka statement on progress in implementing the action plan drawn up following an inspectiona financial statement, including gifts made to the school and amounts paid to governors for expensesa description of the school's arrangements for security of pupils staff and the |

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|--|--|
| | <p>premises</p> <p>information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</p> <p>a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</p> <p>a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</p> <p>number of pupils on roll and rates of pupils' authorised and unauthorised absence</p> <p>National Curriculum assessment results for appropriate Key Stages, with national summary figures</p> <p>a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</p> |
| Instrument of Government * | <p>The name of the school</p> <p>The category of the school</p> <p>The name of the governing body</p> <p>The manner in which the governing body is constituted</p> <p>The term of office of each category of governor if less than 4 years</p> <p>The name of any body entitled to appoint any category of governor</p> <p>Details of any trust</p> <p>If the school has a religious character, a description of the ethos</p> <p>The date the instrument takes effect</p> |
| Minutes ¹ of meeting of the governing body and its committees * | Agreed minutes of meetings of the governing body and its committees [current and last full academic school year] |

Pupils & 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 |
| 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. |
| Pupil Discipline | Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. |

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

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

| Class | Description |
|---|--|
| 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 |
| 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 |
| Annex A - Other documents | Annex A provides a list of other documents that are held by the school and are available on request |

Our website is <http://chester-le-street.durham.sch.uk/>

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 Complaints, Chester-le-Street CE Primary, Hilda Park, Chester-le-Street, DH2 2JT.

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 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.

Website : www.informationcommissioner.gov.uk

Documents marked with a * are only available in paper format

Freedom of Information Publication Scheme

Annex A – Further documents held by the school

| Name of Document | Description |
|---|---|
| Admissions Policy | Procedures and criteria to be used to allocate places. |
| Assessment, Recording Reporting and Target Setting Policy | Curriculum related procedures |
| Attendance & Registration policy | Procedures concerning registration process |
| Differentiation & Equal Opportunities Policy | Ensuring equality of opportunity for all pupils |
| Educational visits policy | Policy to ensure Health & Safety during educational visits |
| Energy policy | Property management |
| Financial Administration Policy | School Financial Management procedures |
| Force & Restraint Policy | Conditions under which staff can use force to restrain pupils |
| Gifted & Talented Pupils Policy | Declaration concerning provision for more able pupils |
| Governors Policy | Structure, roles, & responsibilities of the governing body. |
| Homework Policy | Homework Guidelines for each year group |
| Induction Policy | Procedures for new members of staff |
| Letting Policy | Charging and conditions relating to the public use of the school building |
| Library Policy | Aims, objectives and practical arrangements for the use of the school library |
| Mission Statement | Global aims and objectives of the school |
| Monitoring & Evaluation Policy | Ensuring the effectiveness of all aspects of the schools operation |
| Parents Policy | Extension of basic home-school agreement. |
| Pay Policy | Staff Pay |
| Professional development Policy | Staff training issues |
| Recruitment & Selection Policy | Staff employment procedures |
| Refreshments Policy | Break and lunchtime snacks & drinks |
| SATs Strategy | Guidelines for preparing children for SATs tests and for ensuring realisation of academic achievement |
| Smoking Policy | Declaration of our non smoking policy |
| Staff use of ICT Policy | Staff entitlement & restrictions concerning the use of schools ICT equipment |
| Teaching & Learning Policy | Expectations regarding teaching & learning styles, classroom organisation, management and practice |