



Frogmore Infant School

Freedom of Information Policy

Frogmore Infant School 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 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 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.

2. Aims and Objectives

We aim to

- Realise the potential of children of all abilities.
- Offer a varied and stimulating curriculum to all our pupils.
- Enable every child to fulfil their learning potential.
- Help every child develop the skills, knowledge and personal qualities needed for life and work. 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 – 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.

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

4. 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 or letter. Contact details are set out below.

Tel: 01252 872601

Contact Address: Frogmore Infant School, Green Lane, Frogmore, Hampshire, GU17 0NY

Contact email: adminoffice@frogmore-inf.hants.sch.uk

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please) All requests for information must be specific in their content, listing the documents required within this scheme. 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.

1. 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 where their publication is necessary for information purposes, however further copies are chargeable under the terms of this policy.

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.

Photocopies are charged at £1.00 per sheet with a minimum charge of £5.00.

The maximum charge for providing information under the terms of this policy is £450.00 as per the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 if the estimated cost to find the information and prepare the enquiry for release is more than £450.00 then the enquiry can be refused.

2. Classes of Information Currently Published

Instrument of Government

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body is constituted
- The term of office of each category of governor if less than 4 years
- The name of any body entitled to appoint any category of governor
- The date the instrument takes effect

Minutes of meeting of the Governing Body and its Committees

Agreed minutes of meetings of the governing body and its committees (current and last academic year) NB. 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.

Home – School agreement

Curriculum Statement

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

Special Education Needs Policy Information about the school's policy on providing for pupils with special educational needs

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 school 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.

Published report of the last Ofsted inspection of the school and the summary of the report.

Post Ofsted inspection action plan ~ a plan setting out the actions required following the last inspection.

Charging and Remissions Policies ~ a statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school publications and trips

School session times and term dates ~ Details of school session and dates of school terms and holidays

Health, Safety and security Policy ~ 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 to the head teacher or Governing Body relating to the curriculum

Appendix A –Other documents ~ Appendix A provides a list of other documents that are held by the school and are available on request.

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 in the first instance, to the Head teacher or the Chair of Governors at the school address. 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. Website: www.informationcommissioner.gov.uk

Annex A – Further documents held by the school

Accessibility Plan

Accidents and incidents reporting and investigation

Administration of medicines

Child protection

Emergency and critical incident plan

First aid and emergency arrangements

Equal opportunities

Admissions

Charging

Governor expenses

Performance management

Confidentiality

Drugs

Offsite visits

Fire safety

Food in school

Attendance

Staff absence

Learning

Governor visits to school

The above list is for information and is not a comprehensive list of policies held by the School