

The Petersfield School Freedom of Information Policy

Policy Owner	The Headteacher
Approving Authority	Chair of Management and Personnel Committee of the Governing Body
Date of Approval	25 th January 2011
Date of next review	January 2014
Location of Policy	www.petersfieldschool.com
Applicability	All requests for information not covered by other legislation
References	Freedom of Information Act 2000 HCC Guidance - SC004273 dated 5.1.2009 DfE website

1. Introduction

1.1 The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

1.2 As a result, TPS have produced 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.*

1.3 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, and some is available on our website for you to download and print. Some information which we hold may not be made public, for example personal information.

1.4 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. The Aim of the Policy

The school aims to:

- 2.1 enable every child to fulfil their learning potential, with education that meets the needs of each child,
- 2.2 help every child develop the skills, knowledge and personal qualities needed for life and work
- 2.3 this publication scheme is a means of showing how we are pursuing these aims.

3. Procedure

3.1 The publication scheme states the 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:

3.2 School Prospectus – information published in the school prospectus.

3.3 Governors' Documents – information published in the minutes of Governors meetings and in other governing body documents.

3.4 Students & Curriculum – information about policies that relate to students and the school curriculum.

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

4. How to request information

4.1 If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested.

Contact details are set out below or you can visit our website at www.petersfieldschool.com

Email: School@Petersfieldschool.com

Tel: **01730 263119**

Fax: **01730 265869**

Contact Address: **The Petersfield School, Cranford Road, Petersfield, GU32 3LU.**

4.2 To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

4.3 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

5.1 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.

5.2 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

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

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher and chair of governors
- information on the school policy on admissions
- a statement of the school's ethos and values
- 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 students
- information about the school's policy on providing for students with special educational needs
- number of students on roll and rates of students' authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- KS4 results in the school, locally and nationally
- a summary of GCE A/AS level results in the school and nationally
- the number of students studying for and percentage achieving other vocational qualifications
- the destinations of school leavers'
- the arrangements for visits to the school by prospective parents
- the number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places.

6.2 Governors Documents – this section sets out the information published in the School Profile and other Governing body documents.

6.2.1 School Profile - The statutory contents of the School Profile are as follows, (other items may be included at the school's discretion) -

- a. What have been our successes this year?
- b. What are we trying to improve?
- c. How have our results changes over time?
- d. How are we making sure that every child receives teaching to meet their individual needs?
- e. How do we make sure our students are healthy, safe and well-supported?
- f. What have we done in response to our Ofsted report?
- g. How are we working with parents and our community?

6.2.2 The 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
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect

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

6.2.4 Students & Curriculum Policies - This section gives access to information about policies that relate to students 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 students 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 Educational Needs Policy	Information about the school's policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school. <i>(from March 2004)</i>
Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

6.2.5 School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general and can be provided free of charge.

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

Requests for any other information held by the school may incur a charge.

Written notice of the fee will be provided to the enquirer before any information is supplied.

7. Feedback and Complaints

7.1 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 **PA to the Headteacher, The Petersfield School, Cranford Road, Petersfield, GU32 3LU.**

7.2 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:

The Case Reception Unit, Customer Service Team, Information Commissioner's Office, 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

Approved By ManCo	<i>25th January 2011</i> (date)
Signature of Chair of ManCo	<i>Mrs Julie Butler</i>