

# SANDY UPPER SCHOOL



## FREEDOM OF INFORMATION ACT 2000

**Effective Date: November 2015**

**Last Reviewed: November 2015**

**Reviewed by: Karen Hayward**

**Next Review Date: November 2016**

This is Sandy Upper Schools 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 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 intent to publish.
- The manner in which the information will be published.
- 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 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

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, and 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 Governors Annual Report and in other Governing Body documents.
- **Students & Curriculum** – information about policies that relate to students 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, fax or letter. Contact details are set out below.

Email: [office@sandyupper.net](mailto:office@sandyupper.net)

Website: [www.sandyupper.net](http://www.sandyupper.net)

Telephone: 01767 680598

Fax: 01767 683543

Contact address: Gayne Avenue, Sandy, Bedfordshire, SG19 1BL

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please). If the information you are looking for is not available via the scheme, and is not 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 do not 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.

Charges are only applied to requests where the time taken to extract and collate the information from its sources exceeds 18 hours.

If a request should exceed this limit then a charge of £25 per hour, with a minimum of £450 can be applied, or the school can issue a refusal notice.

## **Subject access requests under the Data Protection Act 1998**

Although the school does not usually apply the £10 charge it is allowed to for processing a request for personal data, we still retain the right to apply this charge, in certain circumstances. 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 CCTV footage, we will let you know the cost before fulfilling your request.

## **6. Classes of Information Currently Published**

### **School Prospectus**

This section sets out information published in the School prospectus.

The statutory contents of the School prospectus are as follows, (other items may be included in the prospectus at the School’s discretion):

- the name address and telephone number of the School and the type of School.
- the names of the Principal 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.
- GCSE/BTEC 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.

- 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**

The statutory contents of the governors' annual report to parents/guardians are as follows, (other items may be included in the annual report at the School's discretion):

- details of the governing body membership, including name and address of chair and clerk.
- a statement on progress in implementing the action plan drawn up following an inspection.
- a financial statement, including gifts made to the School and amounts paid to governors for expenses.
- a description of the School's arrangements for security of students and staff and the premises.
- information about the implementation of the Governing Body's policy on students with Special Educational Needs (SEN) and any changes to the policy during the last year.
- a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the School by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the School.
- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning.
- number of students on roll and rates of students' authorised and unauthorised absence. National Curriculum assessment results for appropriate Key Stages, with national summary figures.
- GCSE/BTEC results in the School, locally and nationally.
- GCE A/AS and vocational qualification results in the School and nationally.
- the number of students studying for and percentage achieving other vocational qualifications.
- the destinations of School leavers (some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this).
- a statement of the extent to which proposals in the post-inspection action plan have been carried into effect.

### **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.

### **Minutes of Meetings of the Governing Body and its Committees**

Agreed minutes of meetings of the Governing Body and its committees.

### **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 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 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 (some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this).

### **Collective Worship**

Statement of arrangements for the required daily act of collective worship.

### **Careers Education Policy**

Statement of the programmes of careers education.

### **Child Protection Policy**

Statement of policy for safeguarding and promoting welfare of students at the School.

### **Student Discipline**

Statement of general principles on behaviour and discipline, and of measures taken by the Principal 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.

- 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 Principal 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 Principal or Governing Body relating to the curriculum.