



Summerseat Methodist Primary School

Policy for Freedom of Information

This review of the policy was adopted by the Governing Body on 7th February 2012.

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 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. School Aims and Objectives

Working together at SMPS, we aim that our children will ...

- be happy and enjoy school, leaving SMPS with fond memories and strong friendships, ready for their move to high school
- be enthusiastic learners who take responsibility for their own learning, knowing their own strengths and areas for improvement
- be successful and achieve their own potential, leaving SMPS with appropriate skills in English, Maths and ICT
- develop as citizens, showing an awareness of and respect for others (locally, nationally and globally)
- take pride in their achievements, learn how to succeed and cope with setbacks
- be able to build positive, kind and caring relationships and work as part of a team
- be physically and emotionally healthy, enjoying an active, healthy lifestyle
- be able to express themselves creatively in a variety of art forms
- be honest and have a sense of right and wrong
- be aware of their personal spirituality
- understand where and how to be safe, knowing how to make the right choices to stay safe
- be aware of their impact on the environment and contribute to its improvement

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.

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

We have a duty to provide advice and assistance. Enquirers **do not** have to say why they require the information, and they **do not** need to mention the FoIA.

We have a duty to respond to the enquiry, to confirm whether the information is held, and if so, to provide access to the information. This can be provided through extracts from documents of a summary of the information sought. Confidentiality of sensitive information, in some cases means that the information cannot be provided.

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, or you can visit our website at www.smps.ik.org

Email: summerseatmethodist@bury.gov.uk

Tel: 01706 823427

Fax: 01706 828347

Contact Address: Headteacher, Summerseat Methodist Primary School, Rowlands Road, Summerseat, Bury, BL9 5NF

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”

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.

There are only four reasons for not complying with a valid request for information, which are as follows:

1. The information is not held
2. The cost threshold is reached (ie it will cost more than £500 or take longer than 18 hours to provide the information)
3. The request is considered repeated or vexatious
4. One or more of the exemptions apply*

* There are a number of exemptions that relate to this, which can be found along with further information at <http://www.education.gov.uk/b0065507/gttl/providing-information/foi-act>

There are prescribed time limits for responding to requests for information (which may be received by letter, email or fax). This is 20 working / school days (excluding school holidays). If we have to clarify the request with the enquirer, the twenty days stops, and restarts when we receive the clarification.

The school will maintain a record of requests and refusals (including the reason for refusal).

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.

There will be a small charge for hard copies of printed publications, to cover clerical, administration and photocopying cost. The current charge is 10p per sheet.

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 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 pupils information about the school's policy on providing for pupils with special educational needs number of pupils on roll and rates of pupils' authorised and unauthorised absences National Curriculum assessment results for appropriate Key Stages, with national summary figures the arrangements for visits to the school by prospective parents

Governors' Documents - this section sets out information published in governing body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> 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 ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

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.
Single Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship

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

Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Pupil Discipline and Anti Bullying	Statement of general principles on behaviour and discipline 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.

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

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 - The Headteacher, Summerseat Methodist Primary School, Rowlands Road, Summerseat, Bury, BL9 5NF

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, Wycliff 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