



Hardy Mill Primary School

FREEDOM OF INFORMATION POLICY (INCLUDING PUBLICATION SCHEME)

Adopted by the Governing Body: March 2016

Reviewed date: March 2020

Hardy Mill Primary School

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. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example, about children or members of staff.

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

2. Aims and Objectives

The school aims:

- to provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils;
- to enable each child, whatever their ability, to recognise their own worth and to accept their responsibilities to society;
- to provide a broad and stimulating curriculum based on the National Curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live;
- to nurture those basic skills and concepts which are necessary for future education and development;
- to encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning;
- to enable children to strive for excellence.

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 Website – information about the school published on the school website.

Governors' Documents – information published by the governing board

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.

Email: office@hardymill.bolton.sch.uk

Tel: **01204 333770**

Contact Address: **Hardy Mill Road, Harwood, Bolton BL2 4EF**

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 you can still contact the school to ask if we have it.

5. Paying for information

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 Website – This section sets out specific information published on the school website, in accordance with the School Information (England) (Amendment) Regulations 2012

Class	Description
<p>Specified information on school website</p>	<ol style="list-style-type: none"> 1. School Contact Details <ul style="list-style-type: none"> • school's name • school's postal address • school's telephone number • the name of the member of staff who deals with queries from parents and other members of the public 2. Admission arrangements <ul style="list-style-type: none"> • details of how parents can find out about school's admission arrangements through the local authority 3. Ofsted reports <ul style="list-style-type: none"> • a link to the webpage where users can find school's most recent Ofsted report 4. Exam and assessment results <p>Details from school's most recent KS2 results:</p> <ul style="list-style-type: none"> • percentage of pupils who achieved level 4 or above in reading, writing and maths • percentage of pupils who have improved by 2 or more levels in reading, writing and maths between key stage 1 (KS1) and KS2 • percentage of pupils who achieved level 5 or above in reading and writing • percentage of pupils who achieved level 5 or above in maths 5. Performance tables <ul style="list-style-type: none"> • information as to where parents may access the School Performance Table published by the Secretary of State on the Department for Education website. 6. Curriculum <ul style="list-style-type: none"> • the content of the curriculum school follows in each academic year for every subject • the names of any phonics or reading schemes you are using in KS1 • how parents or other members of the public can find out more about the curriculum school is following 7. Behaviour policy <ul style="list-style-type: none"> • details of school's behaviour policy 8. Pupil premium <ul style="list-style-type: none"> • how much pupil premium funding received for this academic year • details of intended spend for the funding, including your reasons and evidence

	<ul style="list-style-type: none"> • details of how the pupil premium funding was spent for the last academic year • how it made a difference to the attainment of disadvantaged pupils <p>9. PE and sport premium for primary schools</p> <ul style="list-style-type: none"> • how much PE and sport premium funding received for this academic year • a full breakdown of how the funding has been or will be spent this year • the effect of the premium on pupils' PE and sport participation and attainment • how we make sure these improvements are sustainable <p>10. Special educational needs (SEN) report</p> <p>A report on your school's policy for pupils with SEN that includes:</p> <ul style="list-style-type: none"> • school's admission arrangements for pupils with SEN or disabilities • the steps you've taken to prevent pupils with SEN from being treated less favourably than other pupils • details of your school's access facilities for pupils with SEN <p>11. Governors' information and duties</p> <p>Information about school's governors, including:</p> <ul style="list-style-type: none"> • details of each governor's: • business interests • financial interests • governance roles in other schools • the structure and responsibilities of the governing body and committees <p>12. Charging and remissions policies</p> <p>The policy includes details of:</p> <ul style="list-style-type: none"> • the activities or cases for which school will charge pupils' parents • the circumstances where school will make an exception on a payment normally expected to receive under your charging policy <p>13. Values and ethos</p> <ul style="list-style-type: none"> • a statement of school's ethos and values.
<p>Instrument of Government</p>	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing board • The manner in which the governing board 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 • 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>]
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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
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.
Equality Policy	Statement of policy for promoting 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.
Behaviour and Anti-Bullying Policies	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
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

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

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
Appraisal Policy	Statement of procedures adopted by the governing body relating to the appraisal 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

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 Business Manager, Mrs Wynne Palowski.

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

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk