



Freedom of Information Policy

Signed Chair of Governors following approval by Governing Body: *Linette Hall*

Date: 21st November 2016

Date next review due: November 2019

Person/Committee responsible for review: Governing Body

This is the School Publication Scheme on information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

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
- 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. Much of the information in our publication scheme is available for you on our website to download and print off.

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.

Aims and objectives

The school aims to

- Enable every child to fulfil 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

This publication scheme is a means of showing how we are pursuing these aims.

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', which are described below.

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
- 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.
- Instrument of Government

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

Telephone: 01768 88655

Email: admin@culgaith.cumbria.co.uk

Website: www.culgaith.cumbria.sch.uk

Contact Address: Culgaith CE Primary School, Culgaith, Penrith, Cumbria CA10 1QL

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

If the information you're 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.

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 the internet, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free. 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.

Classes of information currently published

School Prospectus

Schools are no longer required to publish a prospectus and all information that would normally have been in the prospectus is now on our website. The 'School Information' page on the website is where this information can be found. We are able to print out this information for any parent who may find it difficult to access online.

Pupils and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

- Home/School Agreement. School's Statement of Purpose, the Golden Rules which apply to the whole school community, consequences of not following the Golden Rules
- Policy for Learning and Teaching in the school, including Information on the school's curriculum, planning and assessment and homework arrangements.
- Statement with regard to sex and relationship education (within Learning and Teaching Policy)
- Special Education Needs statement on providing for pupils with special educational needs (within Learning and Teaching Policy)
- Accessibility statement 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 for promoting equality of regard (including race equality)
- Collective Worship Policy 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 Policy of general principles on behaviour in terms of rights, responsibilities and consequences

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 reports of Ofsted referring expressly to the school. Published report of the last inspection of the school and the summary of the report.
- Published SIAMS report (Church school inspection).
- 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 can be found on the school website.
- 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 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. (Copies available on request from office).
- 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. (Copies available on request from office).
- 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 (Copies available on request from office).

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 anybody entitled to appoint any category of governor
- Details of any trust
- The date the instrument takes effect
- Minutes of meeting of the governing body and its committees

Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to The Head teacher at Culgaith CE Primary School, Culgaith, Penrith, Cumbria CA10 1QL

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 as follows:

ICO helpline: open 09.00- 17.00 Monday to Friday.	0303 123 1113 01625 545745
Fax:	01625 524510
By post:	The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
By email:	registration@ico.org.uk or casework@ico.org.uk
Website:	www.informationcommissioner.gov.uk