

Freedom of Information Publication Scheme

Document Information			
		Created by:	Curriculum Cttee
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Signature (FGB)	not required	Signature (Head)	not required

1. INTRODUCTION

- a. One of the aims of the Freedom of Information Act 2000 (“FOIA”) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.
- b. To do this we must produce a publication scheme, setting out:
 - i. *The classes of information which we publish or intend to publish;*
 - ii. *The manner in which the information will be published; and*
 - iii. *Whether the information is available free of charge or on payment.*
- c. 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.
- d. Some information which we hold may not be made public, for example personal information (see Data Protection Policy).
- e. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.
- f. The school’s management and governing body aims to respond to requests within 20 working days.
- g. The headteacher has the day to day responsibility for implementing this policy. If there is any doubt about whether information should be released then the headteacher and chair of the governors should be consulted who may need to

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seek advice from the Local Authority. If an exemption is to be applied then this and the reasons why should be made clear in the response to the enquirer.

2. THE LAW

Wilfully concealing, damaging or destroying information in order to avoid answering a query is a criminal offence – Freedom of Information Act 2000: Section 19.

3. CATEGORIES OF INFORMATION PUBLISHED

- a. The publication scheme guides you to information which we publish at any time, split into categories of information known as 'classes'(see Section 6 of this scheme).
- b. The classes of information that we undertake to make available are organised into four broad topic areas:
 - i. *School Prospectus* - information published in the school prospectus.
 - ii. *Governors' Documents* - information published in the Governors' Annual Report and in other governing body documents.
 - iii. *Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum.
 - iv. *School Policies* - information about policies that relate to the school in general.

4. HOW TO REQUEST INFORMATION

- a. Any requests for information must be in writing (including fax and e-mail) and has the name and correspondence address of the enquirer and has details of the information required. You can request a copy of the information you want from the contact detailed below, or visit our website at www.charlesdickens.southwark.sch.uk
- b. If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: via the 'Contact Us' page on the school website

Tel: 0207 4071769

Contact Address:

**School Admin Officer,
Charles dickens primary School
Toulmin St
SE1 IAF**

- c. To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST"** (in **bold CAPITALS**).

5. PAYING FOR INFORMATION

- a. For single copies of information covered by this publication there is a £15.00 administration charge. 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 any additional cost before fulfilling your request.

- b. 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.

6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

- a. **School Prospectus** - this section sets out information published in the school prospectus on the website

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included 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 headteacher and chair of governors. • information about 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.

- b. **Information relating to the governing body** - 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 name of any person entitled to appoint any category of governor. • Details of any trust. • The date the instrument took effect.
Minutes [1] of meeting of the Governing Body and its committees	Minutes from governors board and committee meetings

Pupils & Curriculum Policies - this section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home - school agreement	Written 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	Written statement of policy with regard to sex education.
Pupil Discipline	Written statement of general principles on behaviour and discipline including our anti bullying policy.

- c. **School Policies** - This section gives access to information about policies that relate to the school in general. All published policies are available on the school website.

Class	Description
Reports of School Inspections under Sections 10 and 23 of the School Inspections Act 1996	Report of an inspection of the school and the summary of the report.
Post Inspection action plan	A plan setting out the actions required following an OFSTED 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 of which charges are permitted, for example music tuition, trips.
School session times	Details of school session and dates of school terms and holidays.
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs.
Single Equality Scheme	Information about the school's policy on ensuring equality for all adults and children and how this is monitored.
Health and Safety Policy	Written 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.
Child Protection Policy	Statement of general principles on Child Protection arrangements.
Complaints Procedure	Statement of procedures for dealing with complaints.
Staff Appraisal	Statement of procedures adopted by the governing body relating to staff appraisal.

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.
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7. FEEDBACK AND COMPLAINTS

- a. 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 need to make a complaint then initially this should be addressed to;
**School Admin Officer,
Charles Dickens Primary School**
- b. 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

Or

Enquiry/Information Line: 01625 545 745 /08456 306060

Mon to Friday 9am to 5pm.

E-mail: Using the contact form held on the Information Commissioner's Office website www.ico.gov.uk/Global/contact_us.aspx

[\[1\]](#) Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.

Date: March 2015