



Tremains Primary School

Freedom of Information Policy

Publication Scheme on information available under the Freedom of Information Act 2000 - Tremains Primary School.

The Governing Body is responsible for maintenance of this scheme.

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

Aims and Objectives

Tremains Primary School endeavours:

- To provide calm, caring environment in which to produce self-disciplined, self-motivated, socially well-adjusted citizens of tomorrow who have both rights and responsibilities.
- To create an atmosphere where effort and achievement in all fields are respected and admired and where the contribution of every child is valued.

- To recognise the needs and talents of each child so that the individual develops to his/her full potential.
- To help children to develop lively, enquiring minds with the ability to question, think rationally and be independent learners.
- To encourage children to take pride in their environment and feel part of the school and the wider community.
- To develop in each child a set of physical, moral and spiritual values which include tolerance of other races, religions and ways of life.
- To work with parents as partners in the education of their children. and 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'.

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.

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:** head.tremainsprimary@bridgend.gov.uk **Tel:** 01656 815900
Contact Address: Tremains Primary School. Channel View, Brackla, Bridgend CF31 2NL

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.

Paying for information:

Single copies of information covered by this publication are provided free except for those in Section 6 under the headings Pupils & Curriculum Policies and School Policies and Other Information Related to the School for which a nominal charge may be made depending upon the size of the document. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or are for a priced item such as some printed publications we will let you know the cost before fulfilling your request.

Monitoring and Review

This policy will be reviewed by the Governing Body every two years or earlier if deemed necessary.

January 2015 Signed: Chair of governors: Date:

Headteacher: Date:

Appendix -

Classes of Information Currently Published

School Prospectus - this section sets out information published in the school prospectus. Class Description 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 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' 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. The statutory contents of the governors' annual report to parents 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 pupils staff and the premises
- information about the implementation of the governing body's policy on pupils with additional educational needs (ALN) and any changes to the policy during the last year

- a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils 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 pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- 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 four years
- The name of anybody 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 meeting of the governing body and its committees Agreed minutes of meetings of the governing body and its committees of the current and last full academic school year

Pupils & Curriculum Policies -

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

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 e.g. homework arrangements

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

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
- Additional Education Needs Policy - Information about the school's policy on providing for pupils with additional 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.
- Race Equality Policy Statement of policy for promoting race 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.
- Pupil Discipline 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.
- Published reports of Estyn 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-Estyn Inspection Action Plan - A plan setting out the actions required following the last Estyn 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
- **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 Chair of Governors or Headteacher. 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

Signed

October 2016

Chair of Governors