

# **Policy on Freedom of Information Publication Scheme**

## **MUGGINTON CofE PRIMARY SCHOOL**

Reviewed	30 <sup>th</sup> January 2019
HT	J Green
CoG	D Walton
Future Review	Spring 2021

## **This is Mugginton CofE Primary School Publication Scheme on information available under the Freedom of Information Act 2000**

This policy has been written in accordance with the Christian ethos of our school, our recognition of British values, an awareness of our position in the Global community and taking account of all current Safeguarding and Child Protection guidance.

*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.

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

### **2. 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,*
- *use this publication scheme as 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:

*Web site* – information published on the school web site.

*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

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:

Web site: [www.mugginton.school.co.uk](http://www.mugginton.school.co.uk)  
Email: [info@mugginton.derbyshire.sch.uk](mailto:info@mugginton.derbyshire.sch.uk)  
Tel: **01335 360261**  
Contact Address: **Church Lane, Mugginton, DE6 4PL**

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 and isn't on our website, you can still contact the school to ask if we have it.

#### 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.

Single copies of information covered by this publication are provided free of charge 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 Prospectus – There is no longer a requirement to provide a Prospectus.**

All information previously available in the Prospectus is now found on the web site.

**The Annual Impact Statement by Governors is on the web site**

**Information placed on the school website includes:**

<b>Welcome</b>	HT welcome
<b>What's on</b>	Current activities at the school
<b>Admissions</b>	Policies, school uniform, school menu, admissions policy
<b>Classrooms</b>	Curriculum, menu, school uniform, Faith Council, facilities
<b>Parents</b>	Issues of direct interest to parents, safeguarding, term dates, after-school care
<b>FOMS</b>	Activities of parent support group
<b>Church School</b>	Prayers, link with local church, Collective Worship Crew
<b>Governors</b>	Details of individual Governors, terms of office, committee structure, meeting dates
<b>Governance</b>	General governance matters
<b>Official Bits</b>	All statutory requirements, policies, School Improvement Plan, Data protection
<b>Enquiries</b>	Contact us

**Pupils & Curriculum Policies** – A number of policies which have been agreed by the Governors is now published on the school website including those policies set out below. The complete schedule of policies is on the web site.

<b>Class</b>	<b>Description</b>
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Accessibility Plans</b>	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.
<b>Race Equality Policy</b>	Statement of policy for promoting race equality
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school. Updated annually
<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
<b>Standards</b>	School Improvement Plan

**Our website is at:** [www.mugginton.school.co.uk](http://www.mugginton.school.co.uk)

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
<b>Published reports of Ofsted referring expressly to the school</b>	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
<b>Post-Ofsted inspection action plan</b>	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
<b>Charging and Remissions Policies</b>	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
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy and risk assessment</b>	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
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff</b>	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
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Curriculum circulars and statutory instruments</b>	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
<b>Annex A - Other documents</b>	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 Head Teacher

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 545 700**

**Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

**Web site: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

**MUGGINTON CofE PRIMARY SCHOOL  
Freedom of Information Publication Scheme  
Annex A – Further documents held by the school**

<b>Name of Document</b>	<b>Description</b>
Policies	Schedule of policies available is on the school website and copies of individual policies may be requested