

# Balcombe C E (C) School

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## Freedom of Information Policy

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Adopted by Governors: Jul 2012

Reviewed: Oct 2014

Next Review: Oct 2017

## **Purpose**

This policy sets out the framework for responding to Freedom of Information requests.

## **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.

## **Categories of Information Published**

The classes of information that we undertake to make available are organised into three broad topic areas:

- a) Governors – Documents – information published in governing body documents.
- b) Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- c) 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, e-mail, or letter. Contact details are set out below:

E-mail: [office@balcombeschool.co.uk](mailto:office@balcombeschool.co.uk)

Tel: 01444 811403

Contact Address: Balcombe C E Primary School  
London Road  
Balcombe  
West Sussex RH17 6HS

or you can visit the school website at: [www.balcombeschool.co.uk](http://www.balcombeschool.co.uk)

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 yet 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 Internet access, you can access our website using a local library or an Internet café. Single copies of one piece of information covered by this publication is 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.

### **Information Currently Published**

Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum:

- 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.
- Special Educational 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.
- 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 Ofsted referring expressly to the school. Published report of the last inspection of the school and the summary report
- Published reports of the CE inspections. Published inspection reports of religious education.

- Charging Policy – A statement of the school’s policy with respect to charges for any optional extra for which charges are permitted, for example school publications, music tuition, trips.
- School session times and term dates – details the school session and dates of school terms and holidays.
- Health & Safety Policy and risk assessments – 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.
- 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 to the headteacher or governing body relating to the curriculum.

The Governing Body is responsible for the maintenance of this scheme.

The Chair of Governors is: Desmond Burton who can be contacted via the school.