



All Angels' Federation Freedom of Information Policy

Formally adopted by the Governing Body of All Angels' Primary Federation	
On:	February 2024
Chair of Governors:	Rosemary Games
Review:	February 2025

This is Clover Hill VA Infant and Nursery School's and St Michael's VA Junior School's Publication Scheme on information available under the Freedom of Information Act 2000.

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 on our website for you 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.

2. 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 7 of this scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- *School Brochure* – information published in the school brochure.
- *Key Information and other information relating to the governing body* – information published in governing body documents.
- *Pupils & Curriculum Policies*– 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.

3. 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. Information will be provided in accordance with the Freedom of Information Act. Some policies are on our website. If the policy you are looking for is not on the website please let us know.

Email: stmoffice@allangelsfederation.org.uk or choffice@allangelsfederation.org.uk Tel: 01603 745812 or 01603 745559

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 is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

4. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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 unless stated otherwise in section 5. 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

Duty to Assist

There may be circumstances where it is unclear to the school what information is being requested or where it appears that the request for information is such that responding will cause the school to exceed to Appropriate Limit.

In these circumstances the school will seek to provide advice and assistance to the requester in order to enable the school to provide the requester with the information they are seeking to obtain or inform the requester as to why this is not possible.

5. Time Limit for responding to requests for information

The school will seek to respond to a request for information promptly and in any event no later than 20 school days or 60 working days from the date of the request whichever occurs first.

In the event the school is unable to respond within the periods set out above, the school will write to the requester advising it will be unable to comply and provide a new time scale for responding to the request.

6. Classes of Information Currently Published

School Brochure – this section sets out information published in the school prospectus.

<i>Class</i>	<i>Description</i>
<i>School Brochure.</i>	The statutory contents of the school brochure are as follows, (other items may be included in the prospectus at the school's discretion): <ul style="list-style-type: none">• information about the implementation of the governing body's policy on pupils with special educational needs (SEND) 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 favorably 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.

Key Information and other information relating to the governing body– this section sets out information published in governing body documents.

<i>Class</i>	<i>Description</i>
<i>Key Information</i>	<p>Key information includes:</p> <ul style="list-style-type: none"> • performance data is published on school website • summary of Ofsted report is available on the website • school’s intentions for the future are set out in the School Improvement and Development Plan, available on request.
<i>Instrument of Government</i>	<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 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 • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meetings of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

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

<i>Class</i>	<i>Description</i>
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 for example homework arrangements

¹ 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
Relationship, Sex and Health Education Policy	Statement of policy with regard to relationship, sex and health education
Special Education Needs & Disabilities Policy	Information about the school's policy on providing for pupils with Special Educational Needs and Disability.
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. This is within our Equalities Policy.
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour and Anti-Bullying Policies	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.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form	A statement of the governing body's evaluation of the school's performance.
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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
Admissions Policy	Statement of the school's policy on admissions
Other documents	Other documents are held by the school and may be available on request e.g. other curriculum policies. Some information might be confidential or otherwise exempt from the publication bylaw, we cannot therefore publish this.

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

Mrs Helen McCarney, Headteacher – care of the school.

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

E Mail: publications@ic-foi.demon.co.uk.

Website :

www.informationcommissioner.gov.uk

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