Freedom of Information Policy

Version	3
Date of latest version	March 2023
Date to be reviewed	March 2026
Changes:	
Resources Governors are responsible for the maintenance of the scheme Insertion of Section 6 and 7 (Missing from previous edition)	

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 intent 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 for you on our website to download and print off or 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:

• provide solid foundations for academic, social and moral development.
• value all children and staff and involve them in a continuous process of learning.

This publication scheme is 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:

School Prospectus	Information published in the school prospectus.
Governor's Documents	Information published in Governing Body documents, such as the Governors Annual Report and other Governing Body documents.
School Policies	Information about policies that relate to pupils and the school curriculum. Information about policies that relate to the school in general.

4. Introduction: what a publication scheme is and why it has been developed:
You can request a copy of the information you want from the contact detailed below or visit our website at www.ropleyprimary.co.uk

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.

Telephone: 01962 772381
Address: Ropley CofE Primary School
Church Street
Ropley
Hampshire
SO24 0DS

To help us process your request quickly, please clearly mark any correspondence 'Publications Scheme Request'.

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 unless stated otherwise in the annex. 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.

6. Categories of information currently published:

CATEGORY	DESCRIPTION
School Prospectus	The statutory contents of the School Prospectus are as follows, (other items may be included at the school's discretion): • The name, address and telephone number of the school and

	the type of school • The names of the Headteacher and the 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 religions 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 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
Governor's Documents; 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 any person entitled to appoint any category of Governor • Details of any trust • The date the instrument takes effect
Minutes of meetings of the Governing Body and its Committees	Minutes from FGB (current and last full school year)
School Policies	This section gives access to information about policies that relate to the school in general
Published reports of HM Inspectors referring expressly to the school	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.
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extras of which charges are permitted, for example; music tuition, trips etc.
School Session Times	Details of school session and dates of school terms and holidays.
Special Educational Needs	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plan	Written plan of improvements to access for pupils with disabilities.
Health and Safety	Written statement of general policy with respect to health and safety

Policy	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 appraisals.
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 instrument, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or the Governing Body relating to the curriculum

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 need to make a complaint then initially this should be addressed to the Chair of Governors and left in the School Office.

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 Office of the Information Commissioner. 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: 0303 123 1113
www.ico.org.co.uk