



MANOR JUNIOR SCHOOL

Motivation, Joy, Success!

Sandringham Road

Barking

Essex IG11 9AG

Tel: 020 8270 4641

Email: office@manor-j.bardaglea.org.uk

Website: www.manorjunior.co.uk

Headteacher: Mrs C. D'Netto

Freedom of Information Policy

10th January 2018

Ratified and agreed by Governing Body on: _____

Signed: _____

Mrs R Fisher
(Chair of Governors)

Date: _____

10.01.2018

Signed: _____

Mrs C. D'Netto
(Headteacher)

Date: _____

10.01.2018

Policy to be next reviewed: Summer Term 2020 _____

Spring Term 2018

Freedom of Information Policy

Introduction

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. 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

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.

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'. 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;
- **Governors' Documents** - Information published in the Governors Reports 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.

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:

Sandringham Road

Barking

Essex IG11 9AG

Tel: 020 8270 4641

| Email: office@manor-j.bardaglea.org.uk

If the information you're looking for is not 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 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 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.

Classes of Information Currently Published

1. 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 together with the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils;
- 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 destinations of school leavers;
- the arrangements for visits to the school by prospective parents.

2. Governors' Reports and other information relating to the Governing Body

The statutory contents of the Governors' reports 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 special educational needs (SEN) 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.

Instrument of Government

This will include:

- 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 any body 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;

Other Governors documents include agreed minutes of meetings of the Governing Body and its committees [current and last full academic school year].

3. Pupils & Curriculum

- **Curriculum Policies** - Curriculum policies (English; maths; science; information and communication technology; history; geography; music; physical education; art; design technology; personal, social and health education, religious education) are available that detail the work covered in each subject area.
- **Home/School agreement** - 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.

4. School Policies and other information related to the school

This section gives access to information about policies that relate to pupils and the school as a whole.

- **Sex and Relationships Policy**
- **Special Education Needs Policy** - How the schools support pupils with special needs.
- **Accessibility Plans** - Increasing disabled pupils' participation in the curriculum.
- **Equality and Diversity Statement** - The schools' approach to promoting equality.
- **Collective Worship Statement** - Arrangements for the daily act of worship.
- **Child Protection Policy Statement** - Safeguarding and promoting pupil welfare.
- **Behaviour Policy** - The schools' approach to managing behaviour.
- **Published reports of Ofsted** - Government inspection reports.
- **Post-Ofsted inspection action plan** - Addressing Ofsted identified issues.
- **Charging and Remissions** - Details of the schools' charging procedures.
- **School session times and term dates** - School dates across the year.
- **Health and Safety Policy**
- **Complaints procedure** - How the schools will deal with complaints.
- **Performance Management of Staff Statement** - Staff Professional Development.
- **Staff Conduct, Discipline and Grievance Statement** - Conduct of school staff.

- **Curriculum circulars and statutory instruments** - Miscellaneous DfES guidelines.
- **Disability and Accessibility Plan** - Increasing access to education for disabled pupils.

Review

This policy will be reviewed every two years and as changes in legislature demands.

Annex A - Provides a list of other documents that are held by the school and are available on request.

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 at Manor Junior School at the Schools address on the policy cover page.

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

Annex A - Further documents held by the school

London Child Protection Procedures
Teachers' condition of service
National Workload Agreement documents