


Shirley Warren Primary and Nursery School	Effective Date:	November 2023
Policy and Procedure Statement		
<u>FREEDOM OF INFORMATION</u>	Revision Date:	November 2024
	Page No:	1 of
	Approved by the FGB on 8th November 2023	
	Signed  (Chair of Governors)	
Head Teacher	Zoe Newton	
Business Manager	Claire Hughes	

Article 13: Children have the right to get and to share information, as long as the information is not damaging to them or to others.

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, and 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 website - information published on the school website

Governors' documents - information published in the *Governors Annual Statement* 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, fax or letter. Contact details are set out below.

Email : office@shirleywarren.co.uk

Tel: 023 80773975

Fax: 023 80786673

Contact Address:

Shirley Warren Primary and Nursery School, Warren Crescent, Southampton, SO16 6AY

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 you can still contact the school to ask if we have it.

5. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in the next section. 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.

6. Classes of Information Currently Published

School website This section sets out information published on the school website

Class	Description
School website	The statutory contents of the school website are as follows, (other items may be included on the website at the school's discretion): <input type="checkbox"/> school name, postal address, email address and telephone number

	<ul style="list-style-type: none"> <input type="checkbox"/> the name of the member of staff who deals with queries from parents and other members of the public <input type="checkbox"/> the name and contact details of the special educational needs (SEN) co-ordinator (SENCO) <input type="checkbox"/> the school admission policy <input type="checkbox"/> latest OFSTED report and link to OFSTED website <input type="checkbox"/> Key Stage 2 (end of Primary School) results <input type="checkbox"/> the content of school curriculum in each academic year for every subject <input type="checkbox"/> the names of any phonics or reading schemes used in Key Stage 1 <input type="checkbox"/> school behaviour policy <input type="checkbox"/> school complaints procedure <p>For the current academic year</p> <ul style="list-style-type: none"> <input type="checkbox"/> school's pupil premium grant allocation amount <input type="checkbox"/> a summary of the main barriers to educational achievement faced by eligible pupils at the school <input type="checkbox"/> how we will spend the pupil premium to overcome those barriers and the reasons for that approach <input type="checkbox"/> how we will measure the effect of the pupil premium <input type="checkbox"/> the date of the next review of the school's pupil premium strategy <p>For the previous academic year:</p> <ul style="list-style-type: none"> <input type="checkbox"/> how we spent the pupil premium allocation <input type="checkbox"/> the effect of the expenditure on eligible and other pupils <ul style="list-style-type: none"> <input type="checkbox"/> sports premium funding and spending <input type="checkbox"/> SEN information <input type="checkbox"/> Equality information <input type="checkbox"/> details of the structure and responsibilities of the governing body <input type="checkbox"/> information about each governor's: <ul style="list-style-type: none"> <input type="checkbox"/> business interests <input type="checkbox"/> financial interests <input type="checkbox"/> governance roles in other schools <input type="checkbox"/> attendance at meetings <input type="checkbox"/> charging and remissions policy <input type="checkbox"/> values and ethos
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Pupils & Curriculum Policies This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
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
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 worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Behaviour statement of principles	Statement of behaviour principles
Behaviour policy	Statement of policy for behaviour of pupils including bullying procedures.

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 the summary of the report
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection
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
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
Complaints procedure	Statement of procedures for dealing with complaints

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
Governors details	Details of Governor involvement in other schools and also attendance at meetings

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. (Full copies of the complaints procedure can be obtained from the school). 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:

Zoe Newton Headteacher, Shirley Warren Primary and Nursery School, Warren Crescent, Southampton, SO16 6AY

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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