

# THE DEANES SCHOOL



## FREEDOM OF INFORMATION POLICY

**Policy No. P/Freedom of Information**

Effective from April .2015

### **AUTHORISED:**

**D McKeown**  
**(Acting Headteacher):**

**I. Rudd**  
**(Chair):**

**The Deanes Governing Body agreed to this Document on:**

21<sup>st</sup> May 2015

# The Deanes School

## 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 in paper form.

Some information which we hold may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aim and Objective**

The school aim is to be:

*'An inclusive school community that is safe and supportive, where all students are given an opportunity to fulfil their potential in a forward thinking environment.'*

and this publication scheme is a means of showing how we are pursuing this aim.

### **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.

*Governors' Documents* – information published in 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: [admin@thedeanes.essex.sch.uk](mailto:admin@thedeanes.essex.sch.uk)

Tel: 01268 773545

Fax: 01268 770157

Contact Address: **The Deanes School, Daws Heath Road, Thundersley, SS7 2TD**

To help us process your request quickly, please clearly mark any correspondence **“FREEDOM OF INFORMATION 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 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 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 in the description box.

#### 6. Classes of Information Currently Published

**School Website** – This section sets out specific information published on the school website, in accordance with the School Information (England) (Amendment) Regulations 2012

<b>Class</b>	<b>Description</b>
<b>Specified information on school website</b>	<ol style="list-style-type: none"><li>1. The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.</li><li>2. Determined admission arrangements for the school.</li><li>3. Information as to where and by what means parents may access the most recent report about the school published by her Majesty’s Chief Inspector of Education, Children’s Services and Skills.</li><li>4. The school’s most recent key stage 4 results as published by the Secretary of State.</li> <li>5. Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education’s website.</li><li>6. The following information about the school curriculum—<ol style="list-style-type: none"><li>(a) in relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained;</li></ol></li><li>8. The amount of the school’s allocation from the Pupil Premium grant in respect of the current academic year; details of how it is intended that the allocation will be spent;</li></ol>

	<p>details of how the previous academic year's allocation was spent, and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated.</p> <p><b>9.</b> The school's charging and remissions policy determined by them under section 457 of EA 1996.</p> <p><b>10.</b> A statement of the school's ethos and values.</p>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The date the instrument takes effect</li> </ul>

**School Policies** - This section gives access to information about policies that relate to pupils, the school curriculum and school in general.

<b>Class</b>	<b>Description</b>
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
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	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.
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. <i>(from March 2004)</i>
Behaviour Management	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Anti-Bullying Policy	Information on how school responds to bullying in school.
Attendance Policy	Information on attendance expectation of students.
School Uniform Policy	Information on the official uniform at the school.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
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
Data Protection	Statement of procedures to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation
Fire Policy	Statement of general policy with respect to fire safety within school.
Management of Asbestos Policy	Statement on general management of asbestos within school.
Management of Legionella Policy	Statement of general management of legionella within school.

## **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 0.5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**NB. The school reserves the right to make an administrative cost in certain circumstances.**

\* the actual cost incurred by the public authority

## **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 the PA to the Headteacher at 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 Chair of Governors via The Clerk to Governors at the school.