

Lower Peover C.E Primary School Freedom of Information



Staff Meeting:	
Governors Meeting:	
Chair of Governors:	
Review:	

Lower Peover Community Primary School **Freedom of Information Policy**

This is Lower Peover Community Primary 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 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

Vision for Lower Peover C.E Primary School

Vision statement:

This is our school:

- A place where every child can achieve in a safe and stimulating environment.
- A place where every person is valued and respected.
- A place where all children are encouraged to achieve their maximum potential.
- A place where we encourage everyone to make healthy life choices.
- A place where learners are prepared for their next steps, future adulthood and a place in society.

Mission statement:

'Achieving high expectations in a respectful environment ensuring successful futures'

'Whatever you do, work at it with all your heart, as working for the Lord'

Colossians 3:23

Aims

Our school aims that all children:

- Are literate, numerate and strive for excellence.
- Are lifelong, independent learners.
- Are confident, flexible and well balanced.
- Value diversity.
- Understand their responsibility to others and are self disciplined.

Objectives

Our school objectives are:

- To provide a safe, secure and happy environment in which each child can be encouraged to develop a set of Christian moral values as a pattern of life.
- To encourage the children and adults to take a personal pride in themselves and their school.
- To value and respect their own and other cultures.
- To encourage children to feel part of the local and wider community and contribute to the life of it.
- To encourage the development of creativity.
- To develop in pupils a reasoned set of values.
- To ensure that all pupils have access to quality teaching of a broad, enriched and challenging curriculum.
- To provide a safe, stimulating environment throughout the school.
- To provide the opportunity for all to develop their personal expertise and skills.

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 five broad topic areas:

School Prospectus – information published in the school prospectus.

School Website- information on line

Governors' Documents – information published in the School Profile 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.

Tel: **01625 383292**

e-mail: **admin@lowerpeover.cheshire.sch.uk**

Contact Address: **The Cobbles, Lower Peover, Knutsford, Cheshire, WA169PZ**

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

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none">• 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• 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 arrangements for visits to the school by prospective parents

School Website

- Contact details, with a link on each page to the Contact Us section.
- Headteacher’s name with first name or initial
- A statement about the school’s vision – its aims and
- Map showing location, and additional directions if parking or access are problematic.
- Uniform list, with contact details for local suppliers (and downloadable order form if applicable)
- Term dates for the next two years
- Times of lessons, assemblies and start and end of school.

- Holidays in term time policy, with downloadable application forms
- Complaints policy
- Latest Ofsted report
- Information about the size of the school, and a link to the entry on the [DfE Compare Schools](#) site
- Events calendar
- Newsletter and copies of letters to parents
- Link to Parent View [Picture links available](#)
- Admission policy
- Special Educational Needs and Disabilities
- Allocation, spending and impact of Pupil Premium
- Allocation, spending and impact of Sports Funding
- Curriculum web (long term plan) for each year group
- Reading

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

Instrument of Government	<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 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
Minutes ¹ of meeting of the governing body and its committees	<ul style="list-style-type: none"> • Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) • Some information might be confidential or otherwise exempt from publication by law – we are therefore unable to publish this

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 and Relationships 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.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>

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.
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
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
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

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

**Mr James Forshaw Chair of Governors c/o Lower Peover Primary School, The
Cobbles, Lower Peover WA169PZ**

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

This policy is available in alternative formats on request.