



**Bassingbourn Primary School
Freedom of Information Policy**

Policy ratified: September 2014

Date of review: September 2016

Signed by the Head Teacher

Signed by the Chair of Governors.....

Freedom of Information Policy

Bassingbourn Community Primary School

This is the School 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
- Whether the information is available free of charge or on payment
- The manner in which the information will be published

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 from our school office or some is available on our website to download and print off.

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

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
- Governors' Documents - information published in the School Profile and in other governing body documents
- 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

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

Telephone: (01763 242460)

Email: Office@bassingbourn.cambs.sch.uk

Website: <http://www.bassingbourn.cambs.sch.uk>

Contact Address: Bassingbourn Community Primary School, Brook Road,
Bassingbourn, Royston, SG8 5NP

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPTIALS)

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

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 the internet, 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 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.

Classes of information currently published

School Prospectus

The prospectus is published during the school year immediately preceding the admissions school year. The prospectus will be published at least six weeks before the final date by which parents are asked to apply for admission or to express a preference.

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 4 years
- The name of anybody entitled to appoint any category of governor
- Details of any trust
- The date the instrument takes effect
- Minutes of meeting of the governing body and its committees

Pupils and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

- 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 Education 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
- Equality and Diversity 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
- Behaviour and anti-bullying policy - statement of general principles on behaviour and discipline and of measures taken by the headteachers to prevent bullying

School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general.

- 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 can be found on the school website
- 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

Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher at Bassingbourn Community Primary School, Brook Road, Bassingbourn, Royston, SG8 5NP

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 as follows:

ICO helpline: open between the hours of 9.00am and 5.00pm, Monday to Friday.

08456 306060

01625 54 57 45

Enquiry/Information Line: 01625 545 700

Fax: 01625 524510

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By email: notification@ico.gsi.gov.uk⁶

Website: www.informationcommissioner.gov.uk