Ysgol Gynradd Maes-y-Deri
Oaklands Primary School

Together Everyone Achieves More

Freedom of Information Policy

Oaklands Primary School Freedom of Information policy

Our full title and address for sending requests for any documents is:
Oaklands Primary School, Maes y deri, Aberaman, Aberdare. CF44 6TF

The person responsible for maintenance of this Policy is: Mrs C Wright **in conjunction with the Governing Body**

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 that is to be published in the future. All information in our publication scheme is available in paper form.

Some information that 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. 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 5 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' Annual Report and in other governing body documents.**
- ***Pupils & Curriculum*** **- information about policies that relate to pupils and the school curriculum.**
- ***School Policies*** **- information about policies that relate to the school in general.**

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: **admin.Oaklandspri@rctednet.net**
Tel: **01685 882577**
Contact Address: **Oaklands Primary School, Meas y deri, Aberaman,Aberdare, CF44 6TF.**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST**" (in **bold CAPITALS**).

Requests for information will be responded to within twenty working days.

4. **Paying for information**

Information covered by this publication can be viewed in school free of charge. Single copies of information covered by this publication can be provided at the cost of **30p** per sheet. If your request means that we have to do a quantity of photocopying/printing/ pay a large postage charge/is for a priced item such as some printed publications or video we will inform you of the cost before fulfilling your request. Information will not be sent electronically.

5. Classes of Information Currently Published

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

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included at the school's discretion): • the name, address and telephone number of the school, and the type of school. • the names of the headteacher and chair of governors. • information about 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. • Use of the Welsh Language.

Governors' Annual Report and other information relating to the governing body - this section sets out information published in the Governors Annual Report and in other Governing Body documents.

Class	Description
Governors' Annual Report	The statutory contents of the governors' annual report to parents are as follows, (other items may be included 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. • 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; and details of existing facilities to assist access to the school by pupils with disabilities. • 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	• 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 name of any person entitled to appoint any category of governor. • Details of any trust. • If the school has a religious character, a description of the ethos of the school. • The date the instrument takes effect.
Minutes [1] of meeting of the Governing Body and its committees	Minutes from governors board and committee meetings

Pupils & Curriculum Policies - this section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home - school agreement	Written 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 national curriculum subjects, including any syllabus followed by pupils at the school.
Sex Education Policy	Written statement of policy with regard to sex education.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

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

Class	Description
Reports of School Inspections under Sections 10 and 23 of the School Inspections Act 1996	Report of an inspection of the school and the summary of the report.
Post Inspection action plan	A plan setting out the actions required following an Estyn 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 of which charges are permitted, for example music tuition, trips.
School session times	Details of school session and dates of school terms and holidays.
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	Written plan of improvements to access for pupils with disabilities *(from April 2004)*.
Health and Safety Policy	Written 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.
Child Protection Policy	Statement of general principles on Child Protection arrangements *(from March 2004)*.
Complaints procedure	Statement of procedures for dealing with complaints.
Staff Appraisal	Statement of procedures adopted by the governing body relating to staff appraisal.
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.

Please note that the above list of policies is not exhaustive and others are/will be available on the school website.

6. 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 need to make a complaint then initially this should be addressed to **Mrs C Wright**

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 545 745
E-mail: publications@ic-foi.demon.co.uk

[1] Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

Head Teacher: **C Wright**	
Chair of Governors: **B Fitzgerald**	
Date adopted by Governors	**April 2011/ April 2015**
Planned review date	**April 2018**