



# Crockerton Church of England Primary School

Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB

Web: [www.crockerton.wilts.sch.uk](http://www.crockerton.wilts.sch.uk) Tel: 01985 212168

Headteacher: Mrs Nic Ilic

## VISION STATEMENT

*Together we learn and grow, beyond expectations, guided by our faith and values.*

# Freedom of Information Policy

*This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.*

<b>Written</b>	<b>November 2009</b>
<b>Reviewed</b>	<b>September 2020</b>
<b>Author</b>	<b>Headteacher &amp; Governors</b>
<b>Next Review</b>	<b>September 2021</b>

*We are committed to safeguarding and promoting the welfare of children and young people*



**Crockerton Church of England Primary School Publication Scheme  
regarding 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**

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 Governors Annual Report 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, website, email, fax or letter. Contact details are set out below.

Email: [admin@crockerton.wilts.sch.uk](mailto:admin@crockerton.wilts.sch.uk)

Website: [www.crockerton.wilts.sch.uk](http://www.crockerton.wilts.sch.uk)

Tel: **01985 212168**

Contact Address: **Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB**

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 and isn’t on our website, you can still contact the school to ask if we have it.

#### 5. 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 Internet access, 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.

#### 6. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>  **	<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"><li>• the name, address and telephone number of the school, and the type of school</li><li>• the names of the head teacher and chair of governors</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• 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</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll and rates of pupils’ authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• the arrangements for visits to the school by prospective parents</li></ul>

## Governing Body Information

<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 manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees, current and last full academic school year

**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 responsibilities, the parental responsibilities and the school’s expectations of its pupils for example homework arrangements
Curriculum Policies	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.
Race 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.
Behaviour, Anti-bullying and Exclusions Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

**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 Policy	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	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
Other documents	The school holds a number of other policies which are available on request – see Annex A

[\*\* Information available on our website]

Our website is at [www.crockerton.wilts.sch.uk](http://www.crockerton.wilts.sch.uk)

## **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:

*Clerk to Governors, at the 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 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](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

**Crockerton CE VC Primary School**  
**Freedom of Information Publication Scheme**  
Annex A – Further documents held by the school

**Management and Learning Committee**

<b><u>Policy</u></b>
Scheme of delegation
Staff conditions of Service
Pay
Performance management
PPA
Induction of new staff
Voluntary helpers
Student experience
Monitoring and evaluation
Complaints
Induction of new Governors
Induction of NQTs
Model Capability Procedure For Teaching And Support Staff In Locally Maintained Schools
Code of conduct for Governors
Code of conduct for safe practice
Violence & Aggression to staff
Physical intervention by staff
Whistleblowing Policy
Secure Data Handling Policy
Model Ill health and sickness related absence management policy
Alcohol & substance Misuse Procedure for Teaching & Support Staff in all Schools
Relatives, Relationships & Related Matters for Teaching and Support Staff in Schools
Model Grievance Procedure for Teaching & Support Staff in all LM Schools
Model Appeals Procedure for Teaching & Support Staff in all Schools
Model Collective Grievance Policy & Procedure for Teaching & Support Staff in Schools
Model Disciplinary Procedure for Teaching and Support Staff in Locally Managed Schools
Model Leave of Absence Policy for Teaching & Support Staff in Schools
Model Recruitment & Selection Policy for Teaching & Support Staff in Schools

Staff Well-Being 7 Guidance for Schools & academies & Toolkits
Model Policy – Code of Conduct for Teaching and Support Staff in Schools
Model Policy – on Personal use of Social Media by Teaching & Support Staff in Schools
Model III Health Retirement (Teachers) Policy and Procedure in Schools
Schools HR III Health Retirement FAQs
Model III Health Retirement (Support Staff) Policy and Procedure in Schools
Schools HR III Health Retirement Toolkit – for Support Staff
Guidance for Schools – checking Disclosure and Barring Service (DBS) disclosures
Attendance and Punctuality
Model Recruitment of Ex-Offenders Policy and Procedure for Schools
Model Disclosure and Barring Service (DBS) checks Policy and Procedure for Schools
Model Recruitment Storage of Disclosure Information Policy and Procedure for Schools
Model Disability Support Policy and Procedure for Schools
Model Temporary and Fixed Term Contract Dismissal Policy and Procedure for Teaching and Support Staff in Schools
Model TUPE Policy and Procedure for Schools and Academies
Model Paternity Policy in Schools
Model Scheme Adoption Leave for Support Staff in Schools
Model Scheme Adoption Leave for Teaching Staff in Schools
Model Scheme Maternity Scheme for Support Staff in Schools
Model Scheme Maternity Scheme for Support Staff in Schools

### **Full Governing Body**

<b><u>Policy</u></b>
Admissions
Freedom of Information
Governor Visits

### **Learning Environment and Safeguarding**

<b><u>Policy</u></b>
Scheme of delegation
Health & Safety
First aid & medicines
Lettings
Critical Incident Plan
Security
Managing Risks in Play Provision
Severe weather
Internet Safety
Child Protection
School Food
Disability Equality Scheme

## Teaching and Learning Committee

<b><u>Policy</u></b>
Scheme of Delegation
School aims
Teaching & Learning
Curriculum
Literacy
Maths
PSHE
Drugs
SRE(Sex and relationships)
Marking & Assessment, Recording & Reporting
Community Cohesion
Homework
Behaviour, Anti Bullying and Exclusion
Inclusion
SEN
Able, gifted and talented children
Early Years ( and Induction)
Home – school agreement
Collective Worship
Race equality
Equal Opportunities
Transfer
School & educational visits
Attendance
Gender Equality
International
Anti-Bullying Policy