



# CAM WOODFIELD JUNIOR SCHOOL

HEADTEACHER Mrs Louise Bennett

## Freedom of Information Policy 2017-18

Policy update due May 2018



Together, we learn, laugh and grow to be the best we can be.

## Freedom of Information Policy

2017-18

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# Freedom of Information Policy

## 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

Educational aims for our school: Cam Woodfield Junior School recognises that all children should be given the best possible chance to develop their capabilities and talents to the full whilst in our care.

We aim to ensure that each child is given the opportunity to:

- Be supported in a positive and happy learning community that takes account of the needs of each individual, providing a secure environment, which promotes a sense of purpose in which to develop their confidence and self-esteem.
- Be encouraged to produce their best work, to aim for the highest standards of achievement and behaviour, and to always strive for improvement in all they do.
- Enjoy a curriculum that promotes high standards in all aspects of the child's development, and equips them with the skills necessary for them to lead a full and active role in society and the world of work.
- Become independent and self-disciplined, taking responsibility for their own actions, both in their attitude to work and relationships. To have respect for, and be caring towards, other members of the community.

## 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".

The classes of information that we undertake to make available are organised into broad topic areas:

- Pupils and 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@camwoodfield-jun.gloucs.sch.uk](mailto:admin@camwoodfield-jun.gloucs.sch.uk)

Tel: 01453 542706

Contact address: Cam Woodfield Junior School, Elstub Lane, Cam, Dursley, GL11 6JJ

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 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. 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 media we will let you know the cost before fulfilling your request.

## 6 Classes of Information Currently Published

All information is available on school website.

### 6.1 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
- If the school has a religious character, a description of the ethos
- The date the Instrument takes effect

### 6.2 Minutes of meeting of the Governing Board and its committees

Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) unless there is a requirement that these are confidential.

### 6.3 Pupils & Curriculum Policies

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

### 6.4 Pupils

Admissions; Anti-Bullying; Attendance; Behaviour; Child Protection; PSHE; Racial Equality; School Uniform Etc.

### 6.5 School Policies and other information related to the school

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

### 6.6 Published reports of Ofsted referring expressly to the school

Published report of the last inspection of the school and the summary of the report.

## 6.7 Charging and Remissions Policies

A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school publications, music tuition, trips.

## 6.8 School session times and term dates

Details of school session and dates of school terms and holidays.

## 6.9 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.

## 6.10 Complaints procedure

Statement of procedures for dealing with complaints.

## 6.11 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.

## 6.12 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.

## 6.13 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 the Head teacher.

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)