

Rainow Primary School

Caring, Learning, Achieving

Freedom of Information Publication Scheme and Policy

Person responsible:	Headteacher
Date approved:	Summer 2017
Date to be reviewed:	Summer 2021

The Governing Body is responsible for the maintenance of this scheme.

1. Introduction:

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 either available for you on our website to download or 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 develop 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;

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme outlines the types of 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 three broad topic areas:

- i. School Prospectus* – information published in the School Prospectus.
- ii. Governors' Documents* – information published in the Governors' Annual Statement and in other governing body documents.
- iii. School Policies and other information related to the school* - policies and information 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, or you can visit our website at www.rainowpri.cheshire.sch.uk

Email: admin@rainowpri.cheshire.sch.uk

Tel: **01625 572021**

Fax: **01625 572021**

Contact Address: **Round Meadow, Rainow, Macclesfield SK10 5UB**

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 is not on our website, you can still contact the school to ask if we have it. We reserve the right not to publish certain types of information¹.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6.

Where a charge is made this will be at cost. If translations are required, the school reserves the right to make a charge for this.

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

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

6. Classes of Information Currently Published

i. School Prospectus

Class	Description
School Prospectus	<p>The 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

ii. Governors' Documents

Class	Description
Governor Information	<ul style="list-style-type: none"> • details of the Governing Body membership, including names and contact details of Chair and Vice Chair
Governors' Annual Statement	<p>The contents of the governors' annual statement to parents are as follows, (other items may be included in the annual statement at the school's discretion):</p> <ul style="list-style-type: none"> • a statement on progress in implementing the School Strategic Development Plan, including the actions drawn up following an OFSTED inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses • a statement relating to the use and impact of the Pupil Premium Grant • a statement relating to the use and impact of the PE grant • information about the implementation of the governing body's policy on pupils with special educational needs (SEND) and any changes to the policy during the last year • a statement of policy on whole staff development, linked to how teachers' professional development impacts on teaching and learning • 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 • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
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

	<ul style="list-style-type: none"> • 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
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees (<i>current and last full academic school year</i>)

iii. School Policies (curriculum and other)

Current school policies, statutory and non-statutory, can be found at:

<http://www.rainowpri.cheshire.sch.uk/page/policies/1114>

Other policies, not published on our website, may be viewed by request, from the school office.

admin@rainowpri.cheshire.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 the Headteacher 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. Website : www.ico.org.uk

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