

FINHAM PARK 2

FREEDOM OF INFORMATION ACT 2000 SCHOOL'S PUBLICATION SCHEME POLICY STATEMENT

This is Finham Park 2 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, trust schools and academies 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 to download off our website.

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,

and 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 Information Regulations*** – information published on the school website.
- ***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, email, fax or letter. Contact details are set out below.

Email: contact@finhampark2.co.uk
Tel: 024 7641 8135
Fax: 024 7684 0803
Contact Address: Headteacher, Finham Park 2, C/o Finham Park School, Green Lane, Coventry CV3 6EA

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 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 Information Regulations 2012 – this section sets out information that the school is required to publish online through their website

Class	Description
School Information Regulations	<p>The statutory contents of the school information regulations are as follows, (other items may be included on the school’s website at the school’s discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school and the name of the person to whom enquiries should be addressed • information as to where and by what means parents may access the determined admission arrangements for the school in relation to each relevant age group, any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place in the Local Authority’s composite prospectus published on the LA website • a statement of the school’s ethos and values • information about the school’s policy on providing for pupils with special educational needs • the school’s most recent KS4 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the DfE’s website: <ul style="list-style-type: none"> a) % achieving 5 + A*-C GCSEs(or equivalent) including English & Maths GCSEs b) % achieving the English Baccalaureate c) % of pupils making expected progress • Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the DfE’s website • The following information about the school curriculum: <ul style="list-style-type: none"> a) In relation to each academic year, the content of the curriculum followed by the faculty for each subject and details as to how additional information relating to the curriculum may be obtained

	<p>b) In relation to KS4</p> <p>i) A list of the courses provided which could lead to a GCSE qualification</p> <p>ii) A list of other courses offered at KS4 and the qualifications that may be acquired</p> <ul style="list-style-type: none"> Information as to where and by what means parents may access the most recent report about the school published by HM Chief Inspector of Education Information regarding the school's behaviour policy The school's charging & remissions policy The amount of the school's allocation from the Pupil Premium Grant in respect of the current academic year, details of how it is intended that the allocation will be spent; details of how the previous year's allocation was spent, and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated
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Information relating to the governing body

Class	Description
Instrument of Governance as specified in the Academy Funding Agreement & Articles of Association	<ul style="list-style-type: none"> 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 under the Articles of Association as a Company Limited by Guarantee 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 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>]

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 aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Attendance & Punctuality	Statement concerning the criteria, targets and strategies for ensuring high attendance and good punctuality across the school.

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

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
Homework Policy	Policy to outline the regularity and type of homework students should experience.
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
Inclusion Policy	Statement of intent by the school to reflect a fully inclusive community.
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.
Medical Policy	Policy regarding the administering of medicines when required and the treatment and/or referral of injuries/accidents.
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.
ICT & E-Safety	Policy to ensure students work safely when using ICT.
Bullying Policy	Policy for ensuring students' safety inside and outside school with regard to any bullying incidents.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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.

Class	Description
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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character

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
Data Protection Policy	Policy to ensure that the school complies with the Data Commissioners requirements with regard to privacy of information.
School session times and term dates	Details of school sessions and dates of school terms and holidays
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
Site Security Policy	Statement of measures in place to ensure the safety and security of students, staff and visitors.
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 and appraisal of teaching and non-teaching staff.
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 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 Headteacher.

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.informationcommissioner.gov.uk

FREEDOM OF INFORMATION POLICY

Written by: J Hawker

Date of next review:

September 2015

Approved by Governors:

Signed:

Signed:

Headteacher

Chair of Governors

Date:

Date: