



Chorleywood Primary School Freedom of Information Scheme

Committee	
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Chorleywood Primary School
Freedom of Information Scheme
(Under the Freedom of Information Act 2000)
(updated December 2015, to be reviewed December 2018)

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 (referred to as FOIA throughout 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.

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 on our website to download and print or available in paper form from the School Office. This information is available to all parents free of charge.

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. Our Aims And Objectives

At Chorleywood Primary School we strive to ensure that all our children are happy and successful. In our inclusive school everyone is equal and differences are celebrated. We work in partnership with parents and carers to inspire a love of learning. We are passionate about offering challenge, fun and excitement within a caring and safe learning environment where everyone can be the best they can possibly be.

Through consistently high expectations we will give your child the skills to be an outstanding and motivated LEARNER:

Listener
Enthusiastic
Ambitious
Resilient
Nurturing
Engaged
Respectful

Our vision is underpinned by the British values.

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:

- Parental information
- Governors' documents.
- Policies relating to learning
- School policies and other information related to the school

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, or letter. Contact details are set out below or you can visit our website at <http://www.chorleywood.herts.sch.uk/>.

Email: admin@chorleywood.herts.sch.uk

Tel: 01923 282095

Contact Address: Chorleywood Primary School, Stag Lane, Chorleywood, Hertfordshire WD3 5HR

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

If the information you are looking for is not available via the scheme and is not 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.

6. **Classes Of Information Currently Published**

All statutory information is also published on our website.

- a. **School Prospectus-** the statutory contents of the school prospectus are as follows:

- 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 (This is rarely published for this school because the small numbers of pupils in each year group means that results could be identified and therefore do not have to be published)
- the arrangements for visits to the school by prospective parents

b. **Governors' Documents-** 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
- Agreed minutes of the meetings of the governing body and its committees. The minutes of the current meeting and those from the previous academic year

c. **Pupils' & Curriculum Policies**

- **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
- **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
- **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. (from March 2004)
- **Pupil Discipline** - Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

d. **School Policies and Other Information Related to the School**

- **Ofsted Report** - 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 - where action points were required
- **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 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
- **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**

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: **Mrs Rebecca Roberts, Headteacher, Chorleywood Primary School, Stag Lane, Hertfordshire WD3 5HR.**

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

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk