

FREEDOM OF INFORMATION POLICY



This is Heanor Gate Science College Publication Scheme on information available under the Freedom of Information Act 2000

Delegated responsibility for the following policy has been approved by the Governing Body to the Principal – Mr S Huntington

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,

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 Prospectus – information published in the school prospectus.

Governors' Documents – information published by the governing body.

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: **mail@heanorgate.derbyshire.sch.uk**

Tel: **01773 716396**

Fax: **01773 765814**

Contact Address: **Heanor Gate Science College, Kirkley Drive, Heanor, Derbyshire
DE75 7RA**

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

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
School Prospectus	<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"> • 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 • GCSE/BTEC results in the school, locally and nationally • a summary of GCE A/AS level results in the school and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the destinations of school leavers¹ • the arrangements for visits to the school by prospective parents • the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

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 • 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 any body 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
Minutes² 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>]

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

² Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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
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
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy **	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
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
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	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
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

[Information available on our website]**

Our website address is www.heanorgate.org.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.

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

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Policies and documents required by law (Annex 2 of ‘A Guide to the Law for School Governors’)

(Best practice is to review annually)

Name of policy	Committee	Date last Reviewed	Date to be next reviewed	Amendments and date
<p>Accessibility plan All schools Disability Discrimination Act 1995: Sections 28D and 28E</p>				
<p>Admissions policy Aided schools and foundation schools Community and controlled schools, if the LA formally transfers the responsibility to them Part 3 of the School Standards and Framework Act 1998 and the School Admissions Code</p>				
<p>Allegations of abuse against staff (policy on) Guidance can found at Paragraph 2.19 of Safeguarding Children and Safer Recruitment in Education</p>				
<p>Annual Report to Parents (from governors) See Governors' Annual Report to Parents, below</p>				
<p>Attendance targets All schools except maintained nursery schools The School Standards and Framework Act 1998: Section 63 (amended) The Education (School Attendance Targets) (England) Regulations 2005: SI 2005/58 The Education (School Attendance Targets) (England) Regulations 2007: SI 2007/2261</p>				

Name of policy	Committee	Date last Reviewed	Date to be next reviewed	Amendments and date
<p>Central record of recruitment and vetting checks All schools School Staffing (England) (Amendment) (No. 2) Regulations 2006: SI 2006/3197</p>				
<p>Charging policy All schools (Community and voluntary controlled, consult LA) The Education Act 1996: Section 457 The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999: SI 1999/2255</p>				
<p>Child protection policy All schools The Education Act 2002: Section 175</p>				
<p>Collective worship (policy on) All schools except maintained nursery schools School Standards and Framework Act 1998: Section 70 and Schedule 20</p>				
<p>Community Cohesion All Schools Education and Inspections Act 2006: Section 38</p>				
<p>Complaints procedure All schools The Education Act 2002: Section 29</p>				
<p>Curriculum policy All schools The Education (Terms of Reference) (England) Regulations 2000: SI 2000/212</p>				

Name of policy	Committee	Date last Reviewed	Date to be next reviewed	Amendments and date
<p>Early Years Foundation Stage All schools Statutory Framework for the Early Years Foundation Stage Setting the Standards for Learning, Development and Care for Children from Birth to Five, May 2008 (ISBN 978 1 84775 128 7)</p>				
<p>Practice Guidance for Early Years Foundation Stage Setting the Standards for Learning, Development and Care for Children from Birth to Five, May 2008 (ISBN 978 1 84775 128 7)</p>				
<p>Exclusion of pupils All schools The Education Act 2002: Section 52 The Education (Pupil Exclusions and Appeals) (Maintained Schools) (England) Regulations 2002: SI 2002/3178 Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units 2008 The Education (Pupil Exclusions and Appeals) (Pupil Referral Units) (England) Regulations SI 2008/532</p>				
<p>Freedom of information publication scheme All schools The Freedom of Information Act 2000: Section 19</p>				
<p>Governors' allowances (schemes for paying) All schools (if school has agreed to pay expenses) The Education (Governors' Allowances) (England) Regulations 2003: SI 2003/523</p>				

Name of policy	Committee	Date last Reviewed	Date to be next reviewed	Amendments and date
<p>Governors' Annual Report to Parents Maintained nursery schools The Education Act 2002: Section 30 The Education (Governors' Annual Reports) Regulations (England) 1999 (amended): SI 1999/2157 The Education (Governors' Annual Reports) Regulations (England) (Amendment) (No. 2) 2002: SI 2002/2214</p>				
<p>Health and safety policy All schools The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4 Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242</p>				
<p>Home-school agreements All schools except maintained nursery schools The School Standards and Framework Act 1998: Sections 110 and 111</p>				
<p>Instrument of government All schools The School Governance (Constitution) (England) Regulations 2007: SI 2007/957</p>				
<p>Minutes of, and papers considered at, meetings of the governing body and its committees All schools The School Governance (Procedures) (England) Regulations 2003: SI 2003/1377</p>				

Name of policy	Committee	Date last Reviewed	Date to be next reviewed	Amendments and date
<p>Performance management policy All schools The Education (School Teacher Performance Management) (England) Regulations 2006: SI 2006/2661 Education (School Government) (Terms of Reference) (England) Regulations 2000: SI 2000/2122 Guidance on the Role of Governing Bodies and Headteachers, 2000</p>				
<p>Prospectus All schools except maintained nursery schools The Education (School Information) (England) Regulations 2002: SI 2002/2897 (amended)</p>				
<p>Race equality policy All schools The Race Relations (Amendment) Act 2000: Section 2 and Schedule 1A</p>				
<p>Register of business interests of headteachers and governors All schools The Financing of Maintained Schools Regulations 1999: SI 1998/101, Regulation 25 and Schedule 5(16)</p>				
<p>Register of pupils All schools unless otherwise stated The Education (Pupil Registration) (England) Regulations 2006: SI 2006/1751</p>				

Name of policy	Committee	Date last Reviewed	Date to be next reviewed	Amendments and date
<p>Review of staffing structure document All schools The Education (Review of Staffing Structure) (England) Regulations 2005: SI 2005/1032</p>				
<p>Risk assessments See Health and safety policy above</p>				
<p>School companies All schools where a company is established Register: Companies Act 1985 The Education Act 2002: Sections 11 and 12 and Schedule 1</p>				
<p>School Discipline and Pupil Behaviour Policies All schools Education and Inspection Act : Section 88 (4)</p>				
<p>Sex education policy All schools except maintained nursery schools The Education Act 1996: Section 404</p>				
<p>Special educational needs policy All schools The Education (Special Educational Needs) (Information) Regulations 1999: SI 1999/2506 The Special Educational Needs Code of Practice 2001: DfES 581/2001</p>				

Name of policy	Committee	Date last Reviewed	Date to be next reviewed	Amendments and date
Staff appraisal policy See Performance management policy, above				
Staff discipline conduct and grievance (procedures for addressing) All schools The School Staffing (England) Regulations 2003: SI 2003/1963				
Target-setting for schools All schools except maintained nursery schools The Education (School Performance Targets) (England) (Amendment) Regulations 2007: SI 2007/2975				
Teachers' pay policy All schools School Teachers' Pay and Conditions Document				