



# NEWTON TONY C of E PRIMARY SCHOOL

## FREEDOM OF INFORMATION POLICY

**EVERY** person is unique and special; Christians believe that everyone Is loved by God and this is the foundation of our school.

**CHILD** -centred, focused learning and care for all the family is our Speciality

**MATTERS** The whole of your child's learning, academic, spiritual, emotional, Physical and social matters to us and we aim to work in partnership With you to help your child to receive a good-quality, rounded education, helping to make your child happy and confident.

### 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 maintained schools, should be clear and proactive about the information they make public.

- To do this we must produce a publication scheme, setting out:
- The classes of information which we must 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. The information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information subject to DPA (Data Subject Access Request)

This publication scheme conforms to the model scheme for school approved by the Information Commissioner.

### 2. CATEGORIES OF INFORMATION SUPPLIED

The publication scheme guides you to information which we currently ( 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 5 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 school Prospectus**
- **Governors' Documents- information published in Governing Body documents.**
- **Pupils and Curriculum- information about policies that relate to pupils and the school curriculum.**
- **School Policies- information about polices that relate to the school in general.**

### 3. HOW TO REQUEST INFORMATION?

You can request a copy of the information you want from the contact details below( or visit our website at [www.newtontony.wilts.sch.uk](http://www.newtontony.wilts.sch.uk))

If the information you're looking for isn't available via the scheme and isn't on our website, you can ask if we have it. You can contact by telephone, fax, email or letter.

Email: [admin@newtontony.wilts.sch.uk](mailto:admin@newtontony.wilts.sch.uk)

Tel & fax: 01980 629232

Contact address

Administration Officer, Newton Tony C of E VC Primary School, Newton Tony, Salisbury, Wilts. SP4 0HF

#### **4. PAYING FOR INFORMATION**

Single copies of information covered by this publication are covered free of charge unless otherwise stated. If your request means we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

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 Internet café.

#### **Pupil and Curriculum Policies- this section gives access to information about policies that relate to pupils and the School Curriculum**

<b>POLICY</b>	<b>DESCRIPTION</b>
Home-School agreement	Written 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 policies	Policies regarding the core subjects covered by pupils in the school
Sex and Relationships Policy	Written statement of policy with regard to the teaching of Sex and relationship education
Special educational needs	Information about the school's policy on provision for pupils with special educational needs
P.E.Policy	A policy explaining the provision of PE within school
Gifted and Talented Policy	A Policy stating our commitment to providing for pupils who are gifted/talented
Child protection Policy	Statement of policy for safeguarding and promoting the welfare of pupils at school and the recruitment of staff
Marking Policy	A policy on marking of work by school staff
Home Learning	A policy to show our commitment to working in partnership with parents in the education of their child.
Early years	A policy to explain our philosophy on Early Years Education
English as an Additional Language	A policy to explain the needs of those children in school who do not speak English as their first language

School policies- this section gives access to information about policies that relate to the school in general. For example:-

Charging Policy	A statement of the school's policy with respect to charges for any optional extra or board and lodgings of which charges are permitted, for example music tuition, school trips etc.
Health and safety policy	Written statement of general policy with respect to Health and safety at school
Inclusion Policy	A statement of the school inclusivity
Induction Policy	The school's policy to children starting school
Internet Policy	A statement regarding the use of the internet in school
Equality/ Policy	A policy to ensure everyone in school is treated equally

Collective Worship	A policy regarding the school's commitment to contribute to the spiritual, moral and cultural development

A full list of Policies and Procedures and other documents held by the school, and that can be accessed via the website can be found in Annex A.

## **5. Feedback and Comments**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require assistance then initially this should be addressed to The Headteacher, Newton Tony Primary School, Newton Tony, Salisbury SP4 0HP

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 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 01625 545 745*

*E-mail:publications@ic-foi.demon.co.uk*

<b><u>Policy</u></b>	<b><u>Date</u></b>	<b><u>Renewal</u></b>	<b><u>Website</u></b>
<b>PE</b>	Mar 2012		Yes
Maths	Jan 2012	3	Yes
Marking	Oct 2012		yes
Inclusion	May 2014	1	yes
Induction	April2013	2	yes
Internet	June 2013		yes
ICT	Oct 2012		yes
Home learning	March 2012	2	yes
Health and safety	May 2014	1	Yes
Equality/e safety	May 2014	1	yes
Gifted and Talented	June 2012		yes
English	Feb 2010	3	yes

Early years	Dec 2013		yes
EAL	May 2012	2	yes
Curriculum	May 2014	1	yes
Complaints	May 2014	1	yes
Complaints procedure	April 2013	1	Yes
Collective Worship	Feb 2013	1	Yes
Charging	June 2013		Yes
Child Protection	Feb 2014	1	yes
Behaviour	Oct 2013	1	yes
Attendance	Nov 2011	3	yes
Assessment	May 2014	1	yes
Anti-bullying	Oct 2014	1	yes
Admissions	June 2013	1	yes
Writing	Feb 2014	3	yes
Whole school food	June 2012	1	yes
Teaching and Learning	June 2013		yes
SEN	June 2013	1	yes
Science	June 2013		Yes
PSHE	Nov 2014	2	yes
Relationship & Sex Ed	Feb 2014	1	yes

Signed

Headteacher

Chair of Governors

Date

4<sup>th</sup> December, 2014