

Earls Hall Primary School



Freedom of Information Policy

Adopted March 2024

Review March 2027

Signed

FREEDOM OF INFORMATION POLICY

This is Earls Hall Primary School's Publication Scheme on 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, 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;
- 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

Earls Hall Primary School is a welcoming and supportive community which celebrates, challenges and respects individuals.

We build confidence so that all learners achieve their potential through an enriching knowledge-based enquiry curriculum.

Our curriculum is coherent, well planned, broad and balanced. It is organised into topics to inspire, motivate and provide cultural awareness for all children and includes many engaging and experiential opportunities to encourage enquiry, challenge children to think creatively and be purposeful in how they apply their knowledge and develop their skills.

Within each topic, there is a clear progression of knowledge and skills to learn relating to specific subjects.

We do this through providing:

- a safe and secure environment where we respect each other and our community,
- a positive partnership between home and school and the community,
- resources for children, parents and staff in partnership with outside agencies,
- a positive attitude towards physical, emotional and mental health.

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 Website – information published in the school prospectus.

Governors' Documents – information relating to governing body documents.

Pupils & Curriculum – information that relates to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate 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.

Email: sbm@earlshallprimary.co.uk

Tel: **01702 333360**

Contact Address: Earls Hall Primary School, Carlton Avenue, Westcliff on Sea, SS0 0QN

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.

6. Classes of Information Currently Published

Governors' documents - this section sets out information relating to governing body documents.

Class	Description
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 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
Meeting dates for Governors	Agreed meeting dates for Governance
Governing Board Attendance Records	Governor attendance records for current academic year
Governor Details	Recorded details include: term date, term of office, role, relevant business interests and if any, personal relationship with staff members

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 Policies	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Equality Policy	Policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Policy on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
School Improvement Plan	Action plan of the school's plan to improve school standards over a 12 month period.

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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
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	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	Policy of procedures for dealing with complaints
Performance Management of Staff	Policy adopted by the governing body relating to the performance management of staff and the annual report of the headteachers on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Policy 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

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 Chair of Governors, Earls Hall Primary School, Carlton Avenue, Westcliff on Sea, SS0 0QN.

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