

Galley Hill Primary School

# Freedom of Information Act

School Policies  
Ali Jennings



2017



Campion Drive, Guisborough TS14 8DW

# **GALLEY HILL PRIMARY SCHOOL PUBLICATION SCHEME**

## **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 schools 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 that 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.

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 that we currently publish. 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.  
and in other Governing Body documents.

*Pupils & Curriculum:* Information about policies that relate to pupils and the school curriculum.

*School Policies:* Information about policies that relate to the school in general.

#### **4. How to Request Information**

If you require copy 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: **office@ghs.rac.sch.uk**

Tel: **01287 635540**

Contact Address: **Galley Hill Primary School**  
**Campion Drive**  
**Hutton Meadows**  
**Guisborough**  
**TS14 8DW**

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 Prospectus

Class	Description
<b>School Prospectus</b>	<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"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the Headteacher and Chair of Governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• 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</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>

### Pupils and Curriculum Policies

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
Curriculum Policies	Policy documents for 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 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 £
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken to prevent bullying £

### School Policies and Other Information Related To The School

Class	Description
Published Reports of OFSTED Inspections of the School	Published report of the last inspection of the school and the summary of the report £
Post-OFSTED Inspection Action Plan	A plan setting out the actions required following the last OFSTED inspection £
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions £
School Session Times and Term Dates	Details of school session and dates of school terms and holidays  <b>In School Prospectus</b>
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 £
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 for Education and Skills to the Headteacher or Governing Body relating to the curriculum
	£

## 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***

**Enquiry/Information Line:        01625 545 700**

**E Mail:            [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website :        [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**