

FREEDOM OF INFORMATION POLICY

1. Introduction:

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 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.

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

2. Aims

PCSA is committed to providing information about the school and its activities in a clear and understandable format that is easily assessable to the community it serves. (This policy details the information available to the public and whether it is free of charge. Concerns or complaints over the provision of the information will be dealt with using the schools Complaints Policy

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.

Academy Council Documents – information published in Academy Council documents.

Students & 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: tania.caulfield@priory.n-somerset.sch.uk
 Website: www.priory.n-somerset.sch.uk
 Tel: **01934 511411**
 Fax: **01934 520199**
 Contact Address: **Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP**

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 and isn't 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. If you require a number of single items or 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

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 Executive Principal, Head of School and Chair of the Academy Council • 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 students with special educational needs • number of pupils on roll and rates of students' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE results in the school, locally and nationally • the number of students studying for and percentage achieving other vocational qualifications • the destinations of school leavers • the arrangements for visits to the school by prospective parents • the number of places for students 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 Academy Council body • The manner in which the Academy Council is constituted • The term of office of each category of member if less than 4 years • The name of any body entitled to appoint any category of member • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the Academy Council and its committees	Agreed minutes of meetings of the Academy Council and its committees.

Students & Curriculum Policies - This section gives access to information about policies that relate to students 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 students 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 students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
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 students at the school. Includes a section on Looked After Children.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken 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.
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 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 Academy Council 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 Academy Council relating to the curriculum

6. 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 Principal.

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

PRIORY COMMUNITY SCHOOL
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Name of Document	Description
Assessment Policy	Provides guidance on assessment procedures to be followed by staff.
Attendance Policy	Provides guidance on attendance matters, including measures to improve attendance.
Continuing Professional Development Policy	Encourages CPD for staff and outlines expectations and procedures.
Critical Incidents Policy	Provides guidance on how critical incidents and emergencies should be dealt with.
Equal Opportunities Policy	Provides guidance on equality of opportunity for staff, students and community learners.
Faculty Handbooks	Each faculty has a handbook containing information relevant to the teaching of subjects within their area, including reference to staffing, schemes of learning, accommodation, behaviour etc.
Gifted and Talented Policy	Outlines expectations for work with gifted and talented students
Governor Sub Committees Terms of Reference	Establish the membership, remit, responsibilities and practice of Governors Sub Committees
Health and Safety Policy	Outlines school policy for ensuring health and safety of staff, students and visitors
ICT Policy and Development Plan	Outlines school policy for implementation and use of ICT as a discrete subject and through cross curricular delivery
Inclusion Policy	Provides guidance on measures to insure that Priory Community School adopts inclusive behaviour with regard to students, staff and community learners.
Internet Acceptable Use Policy	Provides guidance and expectations of staff and students concerning acceptable / unacceptable internet use.
ITT Policy	Outlines school policy and practice relating to the school based training of Intending Teachers.
Options Booklet	Guidance on curricular choices available to students
Lettings Policy	Provides guidance on the availability and administration of public use of the school, particularly out of school hours.
Medical / Medication policy	Provides guidance on use of medication by students in school
Network Security and Disaster Recovery Plan	Sets down policies for the security of ICT systems and procedures for protection against loss of essential data.
Audit Report	Audit of school financial procedures by LEA Auditors
Nutritional Standards Policy	Outlines good practice in encouraging healthy eating and ensuring that meals available for purchase at the school meet necessary nutritional standards.
Pastoral Policy	Guidance on work carried out by Tutors, Year Heads and Student Support Staff in order to support student learning
Pay Policy	Provides guidance on matters relating to staff pay, both statutory and school determined.
Personal Property Policy / Security of Property Policy	Requires students and staff to take measures to ensure that personal property and school property is secure and protected
Premises Plan	Provides information about the state of the buildings and site with proposals for a programme of refurbishment and repairs.
Prospectus	Provides information for parents and members of the community and contains information currently required under DfES guidance
Quality Assurance Policy	Provides information about school policies and procedures relating to monitoring and quality assurance
Schemes of Learning	Available in each subject area providing guidance on delivery of the

	curriculum and assessment.
School Development Plan	Provides information about the school vision, strategic plan and annual development plan
Staff Absence Policy	Sets expectations and requirements for staff concerning absence, with good practice guidance.
Staff Appointments Policy	Outlines procedures for the appointment of staff – both statutory and school determined.
Staff Handbook	Provides guidance for staff on school policy and organisation with reference to policy documents as listed in this paper.
Student Restraint Policy	Guidance for staff relating to dealing with violent incidents and restraint of students
Teaching and Learning Policy	Sets expectations and guidance relating to teaching and learning.
Technology College Development Plan	Outlines programmes of work to be carried following DfES designation as a Specialist School
Timetable Booklet	Includes information about timetables, school calendar, staff list and duties
Trips and Visits Health and Safety Policy	Provides essential health and safety information for staff organising trips and visits
Uniform Policy	Outlines code of dress required of students

Policy Review:

The working of this policy will be reviewed by the Business and Site Committee.

As well as examining the specific review data, the policy statement will be checked for continuing relevance against any changed statutory requirements and LEA advice.

Date Policy Approved – November 2016

The name of the designated person is: Jane McBride

The Policy is to be reviewed every 2 years and the next review is due in November 2018