

***Freedom of Information Act 2000 Policy Statement.***

*The person responsible for maintenance of this scheme is: Mrs T Lloyd (Headteacher)*

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. **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 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 the school prospectus.**

●***Governors' Documents* - information published in the Governors' Annual Report**

**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.**

3. **How to request information**

You can request a copy of the information you want from the contact detailed at the top of this policy.

If the information you're looking for isn't available via the scheme, you can still ask if we

have it. You can contact the school by telephone, fax, email or letter.

Email: **cwrpa@caerphilly.gov.uk**

Tel: **02920807070**

Web site: **www.cwrtrawlinprimary.co.uk**

Contact Address:

Cwrt Rawlin Primary

Cae Meillion

Caerphilly

CF83 1SN

To help us process your request quickly, please clearly mark any correspondence

**"PUBLICATIONS SCHEME REQUEST**".

4. **Paying for information**

Single copies of information covered by this publication scheme are provided free unless

stated otherwise. 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 DVDs, we will let you know the cost before fulfilling your request. Where there is a charge for a particular item this is indicated in the boxes in Section 5 by a ‘£’ sign following the description of the item.

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.

**5. Classes of Information Currently Published**

**School Prospectus** - this section sets out information published in the school prospectus.

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| **Class** | **Description** |
| **School**  **Prospectus** | The statutory contents of the school prospectus are as follows, (other items  may be included at the school's discretion):  ●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 about 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.  ●Use of the Welsh Language. |

**Governors' Annual Report and other information relating to the governing body** – this section sets out information published in the Governors Annual Report and in other

Governing Body documents.

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| **Class** | **Description** |
| **Governors'**  **Annual Report** | The statutory contents of the governors' annual report to parents are as  follows, (other items may be included at the school's discretion):  ●details of the governing body membership, including name and  address of chair and clerk.  ●a statement on progress in implementing the action plan drawn up  following an inspection.  ●a financial statement, including gifts made to the school and amounts  paid to governors for expenses.  ●information about school security.  ●information about the implementation of the governing body's policy  on pupils with special educational needs (SEN) and any changes to  the policy during the last year.  ●a description of the arrangements for the admission of pupils with  disabilities; details of steps to prevent disabled pupils being treated  less favourably than other pupils; and details of existing facilities to  assist access to the school by pupils with disabilities.  ●the accessibility plan covering future policies for increasing access by  those with disabilities to the school *(from April 2004)*.  ●how teachers' professional development impacts on teaching and  learning.  ●number of pupils on roll and rates of pupils' authorised and  unauthorised absence.  ●National Curriculum assessment results for appropriate Key Stages,  with national summary figures.  ●the school's targets for Key Stage 2  ●the destinations of school leavers |
| **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 name of any person entitled to appoint any category of governor.  ●Details of any trust.  ●If the school has a religious character, a description of the ethos of the  school.  ●The date the instrument takes effect. |
| **Minutes [1] of**  **meeting of the**  **Governing**  **Body and its**  **committees** | Minutes from governors board and committee meetings |

**Pupils & Curriculum Policies** - this section gives access to information about policies that relate to pupils and the school curriculum.

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| **Class** | **Description** |
| **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**  **Policy** | Statement on following the policy for national curriculum subjects,  including any syllabus followed by pupils at the school. |
| **Sex Education**  **Policy** | Written statement of policy with regard to sex education. |
| **Collective**  **Worship** | Statement of arrangements for the required daily act of collective  worship. |
| **Pupil Discipline** | Written statement of general principles on behaviour and discipline  including any anti bullying policy as appropriate. |

**School Policies** - This section gives access to information about policies that relate to the school in general.

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| **Class** | **Description** |
| **Reports of Estyn**  **School**  **Inspections**  **under Sections**  **10 and 23 of the**  **School**  **Inspections Act**  **1996** | Report of an inspection of the school and the summary of the report. |
| **Post Inspection**  **action plan** | A plan setting out the actions required following an Estyn 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 of which charges are permitted, for example music tuition, trips. |
| **School session**  **times** | Details of school session and dates of school terms and holidays. |
| **Special**  **Education Needs** | Information about the school's policy on providing for pupils with special educational needs. |
| **Accessibility**  **Plans** | Written plan of improvements to access for pupils with disabilities. |
| **Health and Safety**  **Policy** | Written 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. |
| **Child Protection**  **Policy** | Statement of general principles on Child Protection arrangements. |
| **Complaints**  **procedure** | Statement of procedures for dealing with complaints. |
| **Staff Appraisal** | Statement of procedures adopted by the governing body relating to staff appraisal. |
| **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. |

**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 need to make a complaint then initially this should be addressed to the Head teacher.

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 545 745**

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

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