



**EASTBURY FARM PRIMARY SCHOOL**

# **FREEDOM OF INFORMATION POLICY (Publication Scheme)**

Date implemented: Summer 2020

Reviewed: Summer 2023

Review date: Summer 2025

Date of Governing Body approval: 28.06.23

Signed

A handwritten signature in blue ink that reads "E. Leonard." The signature is written in a cursive style.

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Chair of Governors



# Eastbury Farm Primary School

## Freedom of Information Policy (Publication Scheme)

(Under the Freedom of Information Act 2000)

**The governing body is responsible for maintenance of this policy.**

### **Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (referred to as FOIA throughout 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.

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 on our website to download and print or available in paper form from the School Office. This information is available to all parents free of charge.

Some information which we hold may not be made public, for example personal information. This policy conforms to the model scheme for schools approved by the Information Commissioner.

### **Our Aims and Objectives**

At Eastbury Farm Primary School we strive to ensure that all our children are happy and successful. In our inclusive school, everyone is equal and differences are celebrated. We work in partnership with parents and carers to inspire a love of learning. We are passionate about offering challenge, fun and excitement within a caring and safe learning environment where everyone can be the best they can possibly be.

We offer a safe, secure and caring environment where children welcome challenge and learn with enthusiasm and enjoyment. We are a whole school community, rooted in a shared ethos of high expectations, working together to support children's development to become responsible members of the community. We have a stimulating, creative curriculum which captures the imagination and fosters lifelong learning. We use the acronym SMILES to summarise our school ethos, vision and aims:

**S**upport  
**M**otivate  
**I**nspire  
**L**earn  
**E**xcite  
**S**ucceed

Our vision is underpinned by the British values.  
This publication scheme is a means of showing how we are pursuing these aims.

### **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:

- Parental information
- Governors' documents
- Policies relating to learning
- School policies and other information related to the school

### **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 or you can visit our website at <http://www.eastburyfarm.herts.sch.uk/>.

Email: [admin@eastburyfarm.herts.sch.uk](mailto:admin@eastburyfarm.herts.sch.uk)

Tel: 01923 824543

Contact Address: Eastbury Farm Primary School, Bishops Avenue, Northwood, HA6 3DG

If the information you are looking for is not available via the scheme and is not on our website, you can contact the school to ask if we have it.

## **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.

## **Classes of Information Currently Published**

All statutory information is also published on our website.

### **a. School Prospectus– the statutory contents of the school prospectus are as follows:**

- Name, address and telephone number of the school, and the type of school
- Names of the Headteacher and chair of governors
- Information on the school policy on admissions
- Statement of the school's ethos and values
- Details of any affiliations with a particular religion or religious denomination
- 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
- Arrangements for visits to the school by prospective parents

### **b. Governors' Documents– Instrument of Government**

- Name of the school
- Category of the school
- Name of the governing body
- Manner in which the governing body is constituted
- Term of office of each category of governor if less than 4 years
- Name of anybody entitled to appoint any category of governor
- Agreed minutes of the meetings of the governing body and its committees

### **c. Pupils' & Curriculum Policies**

- **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 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 & Relationships Education Policy** – Statement of policy with regard to sex and relationship education
- **Special Education Needs & Disabilities 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 by the Headteacher to prevent bullying

### **d. School Policies and Other Information Related to the School**

- **Ofsted Report** - 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 – where action points were required
- **Charging and Remissions Policy** - 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** - 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 Appraisal of Staff** - Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher 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**

### **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, Eastbury Farm Primary School, Bishops Avenue, Northwood, HA6 3DG

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)