



Colliers Green Church of England Primary School

Freedom of Information Policy

This document sets out the Complaints Procedure for Colliers Green CoE Primary School. This policy set out how we will operate within relevant legal and statutory frameworks and with reference to our core values of **Aspiration**, **Resilience** and **Community**.

Approval:

On behalf of the School:

On behalf of the Governing Body:

Date: _____

Date: _____

Jodi Hacker
Headteacher

Carl Meewezen
Chair of Governors



The Diocese of Canterbury





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1 INTRODUCTION

- 1.1 This document sets out the Colliers Green CoE Primary School policy on Freedom of Information Act publications.
- 1.2 The governing body is responsible for maintenance of this scheme.
- 1.3 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.
- 1.4 To do this we must produce a publication scheme, setting out:-
- a) The classes of information which we publish or intend to publish;
 - b) The manner in which the information will be published; and
 - c) Whether the information is available free of charge or on payment.
- 1.5 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.
- 1.6 Some information which we hold may not be made public, for example personal information.
- 1.7 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2 CATEGORIES OF INFORMATION PUBLISHED

- 2.1 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.
- 2.2 The classes of information that we undertake to make available are organised into four broad topic areas:-
- a) **School Prospectus** - information published in the school prospectus.
 - b) **Governors' Documents** - information published in the governing body documents.
 - c) **Pupils & Curriculum** - information about policies that relate to pupils and the school curriculum.
 - d) **School Policies and other information related to the school** - information about policies that relate to the school in general.

3 HOW TO REQUEST INFORMATION

- 3.1 You can request a copy of the information you want from the contact detailed below or visit our website at www.colliers-green.kent.sch.uk/
- 3.2 Our contact details are:-
- ◆ Email: office@colliers-green.kent.sch.uk
 - ◆ Tel. 01580 211335



- ◆ Address: Colliers Green Church of England Primary School (Voluntary Aided), Cranbrook Kent TN17 2LR

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

"PUBLICATIONS SCHEME REQUEST" (in bold CAPITALS).

3.4 If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it

4 PAYING FOR INFORMATION

4.1 Single copies of information covered by this publication 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 videos we will let you know the cost before fulfilling your request.

4.2 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 AIMS AND OBJECTIVES

5.1 At Colliers Green:

- a) We aim to support and encourage each child to reach their full potential and enrich their love of learning and discovery.
- b) We strive to nurture the intellectual, spiritual, moral, social and cultural development of each child and we work together with families, governors and the community to achieve this.
- c) Everyone and everything is valued and we promote self respect, respect for others and the world around us.

6 CLASSES OF INFORMATION CURRENTLY PUBLISHED

School Prospectus

6.1 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 at the school's discretion):</p> <ul style="list-style-type: none"> a) the name, address and telephone number of the school, and the type of school. b) the names of the Headteacher and Chair of Governors. c) information about the schools policy on admissions. d) a statement of the school's ethos and values. e) details of any affiliations with a particular religion or religious denomination, the religious education provided,



Class	Description
	<p>parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.</p> <p>f) information about the school's policy on providing for pupils with special educational needs.</p> <p>g) number of pupils on roll and rates of pupils' authorised and unauthorised absences.</p> <p>h) National Curriculum assessment results for appropriate Key Stages, with national summary figures.</p> <p>i) The arrangements for visits to the school by prospective parents</p>

Information relating to the governing body

6.2 This section sets out information from Governing Body documents.

Class	Description
Instrument of Government	<p>The statutory contents of the school prospectus are as follows, (other items may be included at the school's discretion):</p> <p>a) The name of the school.</p> <p>b) The category of the school.</p> <p>c) The name of the governing body.</p> <p>d) The manner in which the governing body is constituted.</p> <p>e) The term of office of each category of governor if less than 4 years.</p> <p>f) The name of any person entitled to appoint any category of governor.</p> <p>g) Details of any trust.</p> <p>h) If the school has a religious character, a description of the ethos of the school.</p> <p>i) The date the instrument takes effect.</p>
Minutes of meeting of the Governing Body	Agreed minutes of meetings of the governing body and committee meetings (current and last full academic school year), unless there is a requirement that these are confidential or the publication is otherwise exempt from publication by law.

Pupils & Curriculum Policies

6.3 This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home – school	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's



Class	Description
agreement	expectations of its pupils for example homework arrangements.
Curriculum Policy	Statement on following the policy for national curriculum subjects and schemes of work and any syllabus currently used by 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	Statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.
Child Protection Policy (safeguarding)	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Inclusion	Information about the school's policy on providing for pupils with special educational needs.

School Policies

6.4 This section gives access to information about policies that relate to the school in general.

Class	Description
Reports of 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 and term dates	Details of school session times and dates of school terms and holidays.
Single Equality Policy	This will include the policies and plans:- <ul style="list-style-type: none"> ◆ Race Equality Policy - statement of policy for promoting race equality ◆ Equal opportunities/diversity - statement of policy for promoting equality ◆ Gender equality scheme; ◆ Accessibility plan – our policy for increasing participation of



Class	Description
	disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Health and Safety Policy and Risk assessment	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. Risk assessment policy. Policy for reporting accidents and Asbestos Awareness policy
Complaints procedure	Statement of procedures for dealing with complaints.
Performance management policy	Including Staff Appraisal policy - Statement of procedures adopted by the governing body relating to staff appraisal.
Teachers' pay policy	Pay policy for teaching and non-teaching staff.
Staff Conduct, Discipline and Grievance procedures	Statement of procedure for regulating conduct and discipline of school staff and grievance procedures.
Appendix A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request -

7 FEEDBACK AND COMPLAINTS

7.1 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 Chair of Governors,**
Colliers Green Church of England Primary School (Voluntary Aided),
Cranbrook
Kent
TN17 2LR

7.2 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. Contact address:-

- ◆ **Information Commissioner,**
Information Commissioner's Office,
Wycliffe House,
Water Lane
WILMSLOW
Cheshire
SK9 5AF
- ◆ Enquiry/Information Line: 01625 545 745
- ◆ E-mail: publications@ic-foi.demon.co.uk



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- ◆ Website: www.informationcommissioner.gov.uk



Appendix A – Other Documents Held By The School

Name of Document
Accidents – policy for reporting
Allegations of abuse against staff policy
Annual budget plan and financial statements
Asbestos Awareness policy
Asset Management plan
Finance Policy
Central record of recruitment and Vetting checks
Computer Use Code of Practice (including safe use of the internet)
Drug education
Early years foundation stage (statutory framework)
Exclusion of pupils
Gifted and Talented pupils policy
Governors' visits to school policy
Governors' allowances (schemes for paying)
Homework policy
Induction for new governors
Leave of absence policy (pupils & staff)
Lettings Policy
Looked after Children policy
Medicines: policy for the administration of
Register of business interests for head teacher and governors
Register of Pupils Attendance
Review of staffing structure
Road safety: school travel plan
School Council policy
School Uniform policy
Schools security
Staff dress code
Staff leave & absence
Teaching and Learning / Learning outside the classroom policy
Volunteers in school
Whistle blowing policy