

Freedom of Information Policy

Davyhulme Primary School
Publication Scheme on 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 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 for you on our website and 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 and Objectives

The school aims :

- To encourage an active partnership between staff, children, parents, governors and the community.
- To provide a warm, friendly, safe environment in which children can enjoy learning.
- To provide a broad balanced curriculum available to all children.

- To provide depth, quality and excellence in all areas of the curriculum.
- To provide the best possible equipment and resources for learning within the constraints of the school's budget allocation.
- To enable children to reach their true potential, intellectually, artistically, physically, emotionally and socially.
- To enable and encourage children to develop their confidence and self esteem so that they can become caring and self disciplined adults.
- To enable and encourage children to be autonomous, independent learners with an enthusiasm for exploring the world in which they live.
- To enable children to use language and number effectively.
- To enable children to succeed as individuals in a variety of ways.
- To support and actively encourage all initiatives which seek to promote liaison between other schools in the local area.
- To support and actively encourage all initiatives which seek to support closer links with local High Schools thereby easing primary/secondary transfer.

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 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.

School Profile - information published about the school annually.

Pupils & 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, or you can visit our website at www.davyhulmeprimary.com

Email: davyhulmeprimary.office@traffordlearning.org

Tel: 0161 748 3392

Fax: 0161 718 1032

Contact Address: Davyhulme Primary School,
Canterbury Road
Davyhulme
Manchester
M41 0RX

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. Thereafter, the general charge for photocopying or printing is 10p per sheet. Postage charges will be at the appropriate rate. 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. We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum amount which is currently £450.

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 head teacher and chair of governors ● 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 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 ● the arrangements for visits to the school by prospective parents

The School Profile sets out information about the school in a series of questions.

Class	Description
School Profile	<ul style="list-style-type: none"> ● What have been our successes this year? ● What are we trying to improve? ● How much progress do pupils make between age 7 and 11? ● How well do pupils achieve at age 11? ● How have our results changed over time? ● How are we making sure that every child gets teaching to meet their individual needs? ● What activities and options are available to pupils? ● How do our absence rates compare with other schools. ● What have pupils told us about the school and what have we done as a result?

	<ul style="list-style-type: none"> • How do we make sure our pupils are healthy, safe and well supported? • How do we working with parents and the community? • What have we done in response to Ofsted? • What do our pupils do after leaving this school?
Instrument of Government	<ul style="list-style-type: none"> • 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 term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils 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 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 Education Policy	Statement of policy with regard to sex and relationship education
Special	Information about the school's policy on providing for pupils

Education Needs Policy	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 head teacher to prevent bullying.
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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	Statement of procedures adopted by the governing body

Management of Staff	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 governing body relating to the curriculum

Our website is at www.davyhulmeprimary.com

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 Chair of Governors at the school address.

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

Chair of Governors

Date

Next due for review Spring 2019