Dame Ellen Pinsent School
Freedom of Information Policy

Dame Ellen Pinsent: Where children develop independence and confidence;
learning through curiosity, play and enquiring

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<th>Last Review:</th>
<th>September 2013</th>
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<td>Current Review</td>
<td>June 2017</td>
<td>D Fountain</td>
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<td>Ratified by Governors</td>
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<td>To be Reviewed</td>
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This is the School Publication Scheme on information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

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

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. 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

Aims and objectives

The school aims to:

Enable every child to fulfill their learning potential, with education that meets the needs of each child.

Help every child develop the skills, knowledge and personal qualities needed for life and work.

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'.

The classes of information that we undertake to make available are organized into four broad topic areas:

**School Prospectus** - information published in the school prospectus
**Governors' Documents** - information published in governing body documents
**Pupils and curriculum policies**
**Policies and other information related to the school** - information about policies that relate to the school in general.
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:
School telephone: 0121 675 2487
Email: enquiry@dameellenpinsent.bham.sch.uk
Website: www.dameellenpinsent.bham.sch.uk
If the information you’re looking for doesn’t appear to be available, you can still 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 the internet, 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. 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

- School Prospectus
  The prospectus is published and available free in school. An e-mail version is available on request.
- The Governing Body

  Instrument of Government and the date the Instrument takes effect

  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 anybody entitled to appoint any category of governor

  Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

  Minutes of meeting of the governing body and its committees

- Pupils and curriculum policies

  This section gives access to information about policies that relate to pupils and the school curriculum.
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 aims, principles and procedures and schemes of work 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 pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.

Gender, Race and Disability Equality Scheme - 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.

Behaviour Policy - Statement of general principles on behaviour and discipline and of measures taken by the Headteacher 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.

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.

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 (web-site and newsletter)

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 organization and arrangements for carrying out the policy.

Complaints procedure - Statement of procedures for dealing with complaints

Teacher Appraisal Policy - Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures

Grievance Guidance and Procedures - 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 (now on DfE website)

**Feedback and complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher. 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 organization that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.