



Freedom of Information Policy

September 2016

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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
- Whether the information is available free of charge or on payment
- The manner in which the information will be published

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.

Some information which we hold may not be made public, for example personal information.

Aims and Objectives

Our aim is that children at Jubilee Primary School will:

- Have a love for learning,
- Feel safe and valued,
- Feel empowered to take ownership of their learning and behaviour,
- Develop the utmost respect for self and others,
- Form positive memories,
- Have a strong sense of purpose,
- Be a responsible citizen within their local, regional and national communities,
- Exceed national expectations.

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:

- 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 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

Telephone: 01622 808873
 Email: office@jubileeprimaryschool.org.uk
 Website: www.jubileeprimaryschool.org.uk
 Address: Gatland Lane, Maidstone, ME16 8PF

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPTIALS). If the information you're looking for is not available via the scheme and is not on our website, 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 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. Where there is a charge this will be indicated by a £ sign in the description box.

Classes of information currently published

School Prospectus – this section sets out information published in the School Prospectus.

Class	Description
School Prospectus	<p>The obligatory content of the School Prospectus is as follows (other items are included in the Prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • Arrangements for the admission of pupils with disabilities. • Details of steps to prevent disabled pupils being treated less favourably than other pupils. • Details of existing facilities to assist access to the school by pupils with disabilities. • The accessibility plan (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by pupils with disabilities. • Information about the implementation of the Governing Body's policy on pupils with special educational needs and any changes to the policy during the last year.

Governors' documents – this section sets out information published in Governing Body documents.

Class	Description
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 four 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.
Minutes [1] of meetings of the Governing Body and its committees	<ul style="list-style-type: none"> • Agreed minutes of meetings of the Governing Body and its committees (current and last full academic school year).
Terms of reference of Governing Body and its committees	<ul style="list-style-type: none"> • Standing Orders for the Governing Body. • Terms of Reference for the Pupil Matters Committee. • Terms of Reference for the Resources Committee.
Governor newsletters	<ul style="list-style-type: none"> • Newsletters and other communications sent by the Governing Body to parents.

Pupils and curriculum policies – this section sets out information about policies that relate to pupils and the school curriculum.

Class	Description
Home – school agreement	<ul style="list-style-type: none"> • Statement of the school's aims and values • The school's responsibilities • The parental responsibilities • The school's expectations of its pupils for example homework arrangements
Curriculum Policy	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Statement of policy with regard to sex and relationship education

Special Education Needs Policy	<ul style="list-style-type: none"> • Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	<ul style="list-style-type: none"> • Plan for increasing participation of disabled pupils in the school's curriculum • Improving the accessibility of the physical environment • Improving delivery of information to disabled pupils
Race Equality Policy	<ul style="list-style-type: none"> • Statement of policy for promoting race equality
Collective Worship	<ul style="list-style-type: none"> • Statement of arrangements for the required daily act of collective worship
Child Protection Policy	<ul style="list-style-type: none"> • Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	<ul style="list-style-type: none"> • Statement of general principles on behaviour and discipline • Measures taken by the head teacher 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Statement of procedures for dealing with complaints

Performance Management of Staff	<ul style="list-style-type: none"> 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
Staff Conduct, Discipline and Grievance	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Annex A - Other documents	<ul style="list-style-type: none"> Annex A provides a list of other documents that are held by the school and are available on request

Feedback and complaints

We welcome any comments or suggestions you may have about the Publication 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:

Contact address: Headteacher,
Jubilee Primary School
Gatland Lane
Maidstone
Kent
ME16 8PF

Email: office@jubileeprimaryschool.org.uk

Tel: 01622 808873

If you are not satisfied with the response that you receive or if we have not been able to resolve your complaint and you feel that a formal complaint is required then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act and that deals with formal complaints.

The Information Commissioner's Office can be contacted at:

Contact address: Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

Tel: 0303 123 1113

Fax: 01625 524510

Website: www.ico.gov.uk

Governor approval and review dates

Changes since last policy version

Version	Date	Amendment