**The Royal (Crown Aided) First School**

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**Freedom of Information Policy**

***“Inspired to learn”***

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| Date reviewed: | March 2014 |
| Date ratified: | 11.03.2014 |
| Date of next review: | March 2017 |
| To be reviewed by: | Input Committee |

The Freedom of Information Act 2000 gives a right of access to information held by public bodies, including schools (Schedule 1, Part IV), which must comply with the Act and produce a Publication Scheme (Section 19).

Review frequency: Governing body free to determine.  Approval: Governing body free to determine how to implement. Further information is on

the Information Commissioner’s Office website. Legislation: The Freedom of Information Act 2000: Section 19.

This policy will be reviewed at least every two years.

**Introduction**

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 format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

* The classes of information that we publish or intend to publish.
* The format in which information will be made available.
* Whether the information is available free of charge or on payment.

The scheme covers information already published and information that 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 from the school.

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

**Aims of Our School**

It is our aim at The Royal School to create a happy, caring and inclusive learning environment where all members of the school community have the opportunity to develop in confidence to their full potential within a setting in which they feel valued.

The school aims to;

* Enable every child to fulfil 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 organised into four broad topic areas;

* General School Information– information previously published in the school prospectus now published on the website.
* Governors’ Information - information published in 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 or you can visit our website at <http://login.rbwm.org/~royal-web/>

Email: [theroyalschool@rbwm.org.uk](mailto:theroyalschool@rbwm.org.uk)

Tel: 01784 434274

Fax: 01784 438965

Address: The Royal (Crown Aided) School

The Great Park

Windsor

SL4 2HP

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 it isn’t 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 Internet access, you can access our website using a local library or an Internet cafe.

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 considerable amount 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** – this section sets out information published in the school prospectus.

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| **Class** | **Description** |
| **General**  **School**  **Information** | * The name, address, website and telephone number of the school, and the type of school. * The name of the Head teacher. * Information about the school’s policy on providing for pupil’s with Special Educational Needs. * National Curriculum assessment results for Key Stage One, with national summary figures. * A statement of the school’s aims. * Information on the school policy on admissions. |

**Governors Information** – this section sets out information available in governing body documents.

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| **Class** | **Description** |
| **Instrument of Government** | * 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. |
| **Minutes1 of**  **meeting of**  **the governing body and its committees** | Agreed minutes of meetings of the governing body and its committees *(current and last full academic year).* |

**Pupil & Curriculum Policies** – This section gives access to information about policies that relate to pupils and the school curriculum.

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| **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. |

1 Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

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| **Class** | **Description** |
| **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 & Relationships**  **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. |
| **RE Policy\*\*** | Information on the school’s policy and the right of parents to withdraw children. |
| **Accessibility Policy\*\*** | Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving the 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. |

**School Policies and other information related to the school**

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

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| **Class** | **Description** |
| **Published reports**  **of Ofsted referring**  **expressly to the**  **school\*\*** | Published report of the last inspection of the school and the letter to the children from the lead inspector. Inspection reports of religious education. |
| **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 &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 Management of staff** | 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** | Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance. |
| **Curriculum circulars & statutory instruments** | Any statutory instruments, departmental circulars and administrative memoranda sent by the DCSF to the Head teacher or governing body relating to the curriculum. |
| **Admissions Policy** | Statement of the school’s policy on admissions. |

*\*\*Information available on our website* <http://login.rbwm.org/~royal-web/> .

**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;

* ***Chair of Governors – The Royal School***

If you are not satisfied with the assistance that you get or if we have not be 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**

Or

* **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)