

Policy for the Freedom of Information

Review Cycle	3 yearly review
SLT member	Business Manager
Responsible Committee	Resources and Personnel Committee
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POLICY DOCUMENT FOR PUBLICATION SCHEME

Relating to information available under the Freedom of Information Act 2000

The Governing Body is responsible for the maintenance of this scheme.

1. PURPOSE OF THE POLICY

Litcham School is committed to the Freedom of Information Act (which is referred to as FOIA in the rest of this document) and to the principles of accountability and the general right of access to information. This policy outlines the schools response to the Act and provides a framework for managing requests.

2. INTRODUCTION:

One of the aims of the FOIA 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 in paper form. Increasingly, information will be available for you on our website to download and print off.

This right of access to information held by the school is subject to certain exceptions. We will not publish information which might be personal, confidential or otherwise exempt from the publication by law.

Litcham School has adopted the Model Publication Scheme for Schools approved by the Information Commissioner. The Publication Scheme is published on our website.

3. AIMS AND OBJECTIVES

At Litcham we aim to:

- provide a secure learning environment in which consideration and respect for self and others, including the wider community, can be fostered

- encourage and support each child to achieve the highest standards of which he or she is capable in all areas of academic and personal development
- foster a positive and responsible attitude in children towards their environment and this publication scheme is a means of showing how we are pursuing these aims

4. 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
- governor's documents** - information published in the Governors' Annual Report and in other governing body documents
- students and curriculum** - information about policies that relate to students and the school curriculum
- school policies and other information related to the school** - information about policies that relate to the school in general

In some cases, Litcham School may not be able to release information it holds. This is usually where the request falls within an exemption under the FOIA.

Reasons for non-disclosure could include:

- if it is for personal information and is contrary to the Data Protection Act.
- if the information is confidential
- if the information is already accessible
- if the cost of retrieving the information is estimated to exceed the maximum cost

The school will write to you explaining the reason for refusing with a request. More details regarding exemptions to the FOIA can be found on the ICO website.

4. HOW TO REQUEST INFORMATION

If you have a request for any of the documents within the scheme, please contact the school in writing by letter, email or fax. Contact details are set out below. Some documents are available from our website at www.litchamhigh.norfolk.sch.uk.

CONTACT ADDRESS: Litcham School
Church Street
LITCHAM



King's Lynn
PE32 2NS

e-mail: office@litcham.norfolk.sch.uk
fax: 01328 701850

We will respond to requests within 20 working days, excluding school holidays.

To help us process your request quickly, please clearly mark any correspondence **'PUBLICATION SCHEME REQUEST'**. 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 cafe.

Single copies of information covered by this publication are provided free unless otherwise stated in the description box in Section 6.

Charges will be made if your request includes:

- results in additional photocopying or printing
- incurs postage and/or packaging fees
- is for a priced item such as some printed or visual publications
- is for costs directly incurred as a result of viewing information
- incurs additional staff costs to retrieve and communicate the information, currently set by the ICO at £25 per hour (maximum £450 charge).

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to the provision of the information.

The school reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum charge.

6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

School prospectus - this section sets out information published in the school prospectus.

Class	Description
School prospectus	The statutory contents of the School Prospectus are as follows (<i>other items may be included in the Prospectus at the school's discretion</i>):

	<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 schools' ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parent's right to withdraw their child from religious education and collective worship and the alternative provision for those students • information about the school's policy on providing for students with special educational needs • information of students on roll and rates of students' authorised and unauthorised absences • national curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the school, locally and nationally • A summary of GCE A/AS level results in the school and nationally • The number of students studying for and percentage achieving other vocational qualifications • the destinations of school leavers (we will not publish information which might be confidential or otherwise exempt from the publication by law) • the arrangements for visits to the school by prospective parents • the number of places for students of normal age of entry in the preceding school year and the number of written applications/preferences expressed for these places
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This section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the

	<p>school and amounts paid to governors for expenses</p> <ul style="list-style-type: none"> • a description of the school's arrangements for security of pupils staff and the premises • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the 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 covering future policies for increasing access by those with disabilities to the school • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect • GSCE/GNVQ results in the school, locally and nationally • GCE A/AS and vocational qualification results in the school and nationally • the number of students studying for and percentage achieving other vocational qualifications • the destination of school leavers • a statement to the extent to which proposals in the post-inspection action plan have been carried into effect
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

	<ul style="list-style-type: none"> • 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 • 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 meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year].</p> <p>We cannot publish information where information is confidential or otherwise exempt from the publication by law.</p>

This section gives access to information about policies that relate to students 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 students, 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 Educational Needs Policy	Information about the school's policy on providing for students with special educational needs.
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
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	Statement of policy for safeguarding and promoting

Policy	welfare of students at the school.
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

Class	Description
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. A charge can be made for this.
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 & risk assessment	Statement of general policy with respect to health and safety at work of employees (<i>and others</i>) 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 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.
Annex 'A' – Other	Annex 'A' provides a list of other documents that are

documents	held by the school and are available on request.
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7. 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 Headteacher, Litcham School, Church Street, Litcham, Kings Lynn, Norfolk, PE32 2NS.

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 organisation monitors compliance with the *Freedom of Information Act 2000* and deals with formal complaints.

They can be contacted at:

*Information Commissioner's Office,
Wycliffe House
Water Lane
WILMSLOW
Cheshire
SK9 5AF*

Or:

Enquiry/Information Line: 0303 123 1113 (local rate) or
01625 545 745 if you prefer to use a
national rate number

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

FREEDOM OF INFORMATION – PUBLICATION SCHEME

Annex 'A' – Further documents held by the school

Name of Document	Description