



## Morley Memorial Primary School

Policy Name:	Freedom of Information Act publication scheme
Frequency of review:	Every two years
Reviewed On:	February 2016
Reviewed By:	Tim Fox
Next review (date):	February 2018

### Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for the 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 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.

Some information that 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

This publication scheme is a means of showing how we are pursuing the school's aims and objectives.

#### 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 three broad topic areas:

- **School Prospectus/Website** – information published in the school prospectus and on the website.
- **Governors’ Documents** – information published in Governing Body documents.
- **School Policies and other information related to the school** - information about policies that relate to the school.

#### 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.morley.cambs.sch.uk](http://www.morley.cambs.sch.uk)

Email: [office@morley.cambs.sch.uk](mailto:office@morley.cambs.sch.uk)

Tel: 01223 508786

Fax: 01223 508787

Contact Address: 91 Blinco Grove, Cambridge CB1 7TX

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 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.

#### 6. Classes of Information Currently Published

- **School Prospectus/Website** – this section sets out information published in the school prospectus/ website

Class	Description
-------	-------------

<b>School Prospectus/ Website</b>	<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"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the Head Teacher and Chair of Governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• 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</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>
-----------------------------------	---

- **Governors' Documents** - this section sets out information published in Governing Body documents.

<b>Class</b>	<b>Description</b>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes<sup>1</sup> of meetings of the Governing Body and its committees</b>	Agreed minutes of meetings of the Governing Body and its Committees.

- **School Policies and other information related to the school** - information about policies that relate to the school.

### Statutory Policies

1. Accessibility plan\*\*
2. Admissions
3. Allegations of Abuse against Staff
4. Appraisal
5. Attendance
6. Behaviour and Discipline\*\*
7. Capability
8. Charging\*\*
9. Complaints\*\*
10. Data Protection

---

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish

11. Disciplinary procedures - All Staff
12. Disciplinary procedures - Leadership Group
13. Freedom of Information Publication Scheme\*\*
14. Governors' Allowances
15. Grievance procedure
16. Health and Safety\*\*
17. Home-school Agreements
18. Risk Assessment
19. Safeguarding\*\*
20. Sex and Relationship Education (SRE)\*\*
21. Special Educational Needs and Disability (SEND)\*\*
22. Whole School Pay

### **Best Practice Policies**

1. Access to Education for Children with Medical Needs
2. After School/Extra Curricular Activities\*\*
3. Bullying and Harassment
4. Code of Conduct for Governors
5. Collective Worship\*\*
6. Communications Code
7. Critical Incident
8. Environmental issues
9. Equality\*\*
10. Exclusion of Pupils\*\*
11. First Aid\*\*
12. Flexible Working
13. Gifted and Talented\*\*
14. Governor Roles and Responsibilities (including visits)
15. Harassment and Persistent Complaints
16. Healthy Eating and Food
17. Home Learning
18. ICT Acceptable Use\*\*
19. Intimate Care\*\*
20. Lesson Observation and Learning Walks Protocols
21. Lettings\*\*
22. Management of Sickness absence - guidance and procedure
23. Medicines in School
24. Personal, Social and Health Education (PSHE)\*\*
25. Recruitment and Selection
26. Redundancy
27. Safer Employment
28. School dress code\*\*
29. Sickness Absence
30. Spiritual, Moral, Social and Cultural Development\*\*
31. Staff Handbook
32. Standing Orders
33. Supporting Children with Medical Needs and Conditions
34. Teaching, Learning and Assessment
35. Whistle Blowing

**\*\* Information available on our website**

**Our website is at ([www.morley.cambs.sch.uk](http://www.morley.cambs.sch.uk))**

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 Head Teacher at the school.

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.

The helpline number is **0303 123 1113** (or **01625 545 745** for a national rate number).

The website address is **[www.ico.org.uk](http://www.ico.org.uk)**.