EASTWAY PRIMARY SCHOOL

Freedom of Information

2019

Written: **By:**

Approved by Governors:

To be reviewed:

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 which is to be published in the future. All information in our publications scheme is available in paper form. Increasingly, some information will be available for you on our website to download and print off.
Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for school approved by the Information Commissioner.

AIMS AND OBJECTIVES

At Eastway we aim :

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

CATEGORIES OF INFORMATION PUBLISHED

The publication scheme guides you in 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/on the website
- Governors' Documents – 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 in writing. Contact details are set out below. Some documents are available from :

Website www.eastway-primary.eschools.wirral.sch.uk

Email schooloffice@eastway.wirral.sch.uk

Tel : 0151 677 1235
Fax : 0151 677 1235
Address : Rossall Road, Moreton, Wirral, CH46 8TA

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.

PAYING FOR INFORMATION

Information 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.

Cost of photocopying/printing	5 p per sheet - black and white copying 15p per sheet – colour photocopying

CLASSES OF INFORMATION

Class	Description
School Prospectus/Website	• 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 school's ethos and values • Details of any affiliations with a particular religion or religious denomination, the religions education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • Information about the school's policy on providing for pupils with special educational needs • Number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • The arrangements for visits to the school by prospective parents

Governing Body documents

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 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 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 school year)*

Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils 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 pupils, for example homework arrangements
Teaching & Learning 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 Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Equality Disability Policy	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.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding/Safer Recruiter Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Behaviour including Anti-Bullying Policy	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

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
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 Remission Policies	A statement of school's policy with respect to charges and remissions for an option extra or board and lodging for which charges are permitted, for example school publications, trips
School session times and 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
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
Staff Policy	School staff procedures
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

FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the scheme. If you wish 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, Eastway Primary School, Rossall Road, Moreton, Wirral CH46 8TA

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. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF

Website : www.informationcommissioner.gov.uk
Email : publications@ic-foi.demon.co.uk
Phone : 01625 545 700