



# **Shapla Primary School**

## **Freedom of Information**

**September 2016**

Approved Date:

Review Date:

# Shapla Primary School

## The Freedom of Information Publication Scheme

This is Shapla Primary School's Publication Scheme on information available under the Freedom of Information Act 2000. The Governing Body is responsible for maintenance of this scheme.

### 1. Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to 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 the school 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.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme can be available from the school office or from the website. 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. School's Aims and Objectives

Our school aims to:

- Provide the highest quality of education that motivates and challenges all children so that they can achieve their full potential in all areas of school life.
  - Promote the social, moral, cultural, intellectual, physical and spiritual development of all our children. To increase pupils awareness of religious and moral values to enable them to appreciate the multi-cultural and multi-ethnic diversity of our community.
  - Create a positive learning environment where pupils are valued by others and are prepared for the opportunities and experiences of life.
  - Provide a rich and stimulating curriculum that enables children to develop creative thinking and enquiring minds.
  - Ensure opportunities are available to all, irrespective of disability, special educational need, ability, race, gender or religion and encourage respect and tolerance of others. To be a fully inclusive school.
  - Develop close links between home and school creating a partnership between parents, teachers and the wider community.
  - Encourage in every learner, independence, co-operation, enthusiasm and the confidence to succeed.

This publication scheme is a means of showing how we are pursuing these aims.

### 3. Categories of Information Published.

The publication scheme guides you to information that we currently publish (or have recently published) or information that 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 Profile and other information relating to the Governing Body – information published in the School Profile and in other Governing Body documents.
- Pupil & Curriculum – information related to the school – information about policies that relate to the school in general.

#### 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, fax or letter. Contact details are set out below. Alternatively, you can visit our website at [www.shaplaprimary.co.uk](http://www.shaplaprimary.co.uk)

Contact address:

Shapla Primary School

Wellclose Square

London E1 8HY

Telephone: 020 7480 5829

Fax: 020 7480 6332

Email: [alison@shapla.towerhamlets.sch.uk](mailto:alison@shapla.towerhamlets.sch.uk)

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.

Note-

If a request for information will result in excessive photocopying, printing or postage charges we will notify you of the cost before fulfilling your request.

#### 6.

##### School Profile and other information relating to the governing body.

Class	Description
School Profile	The contents of the School Profile include: <ul style="list-style-type: none"><li>• Performance data</li><li>• Summary of Ofsted report</li><li>• School's intentions for the future, etc.</li></ul>
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 anybody entitled to appoint any category of governor Details of any trust
Minutes of meeting of governing body and its committees	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

## Pupil & Curriculum Policies

Class	Description
<b>Home-School Agreement</b>	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils.
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects religious education and schemes of work and syllabuses currently used by the school.
<b>SRE Policy</b>	Statement of policy with regard to sex and relationship education
<b>SEN and Inclusion Policy</b>	Information about the school's policy on providing for pupils with special education needs.
<b>Equalities Policy</b>	Statement of Equalities including race, gender etc.
<b>Child Protection and Safeguarding Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Behaviour Policy</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

Class	Description
<b>Published reports of Ofsted referring to the school</b>	A statement of the governing body's evaluation of the school's performance.
<b>Charging Policy</b>	A statement of the school's policy with regard to charges.
<b>School Session times and dates</b>	Details of school session and dates of school terms and holidays.
<b>Health and Safety Policy and risk assessments</b>	Statement of general policy with respect to health and safety at work or employees (and others) and the organisation and arrangements for carrying out the policy.
<b>Complaints Procedures</b>	Statement of procedures for dealing with complaints.
<b>Performance Management of Staff</b>	Statement of procedures adopted by the governing body relating to the performance management of staff.
<b>Staff Grievance</b>	Statement of procedures by which staff may seek redress for grievance.
<b>Pay Policy</b>	Statement of school's policy regarding teachers' pay including procedures for determining teachers' grievance in relation to their pay.
<b>Staffing Structure implementation plan</b>	The school's plan for the implementation of any changes to its staffing following statutory review.
<b>Curriculum circulars and statutory instruments</b>	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.
<b>Admissions Policy</b>	Statement of the school's policy on admissions.

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

## 6. 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 MS Cathy Gillespie, Stewart Headlam 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 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 5A For Enquiry.

Information Line: 01625 545 700

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Signed.....  
(Chair of Governors)

Date: .....