

SODBURY VALE FEDERATION

Freedom of Information Policy

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2. VERSION HISTORY

Version Number	Reason for Issue	Date of Issue
01	Initial Issue For Federation	May 2022
02	Annual review	June 2023
03	Annual review	May 2024

3. 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 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 for you on our website to download and print off, or available in paper form.

Some information which 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.

4. AIMS AND OBJECTIVES

The schools aim 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, and this publication scheme is a means of showing how we are pursuing these aims.

5. 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 a number of broad topic areas:

- CLASS 1 – ABOUT THE SCHOOL – General information about the school
- CLASS 2 – FINANCE – information about school finances and expenditure
- CLASS 3 – PERFORMANCE – information about the school performance and future development plans.
- CLASS 4 – DECISION – general information on the decisions made within the school
- CLASS 5 – POLICIES – List of all policies the school use to manage operation of the school.
- CLASS 6 – GENERAL – information on general and ongoing school activities.

The location of this information and any specific detail can be found on the attached spreadsheet, a copy of the relevant information from this is detailed at Section 6 onwards.

CLASS 1	DOCUMENTATION	NOTES			
ABOUT THE SCHOOL			WEB SITE	CLERK	SCHOOL
1	Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))		x		
1	Staffing and grading structure				x
1	Who's who in the school		x		x
1	Annual Report		x		x
1	School session times and term dates		x		x
1	Prospectus		x		
1	Register of business interests of headteacher and governors (Gov Information Document)		x	x	
1	Register of Pupils				x
1	Scheme of Delegation (Gov Information Document)		x	x	
1	Governor confidentiality (Gov Information Document)		x		
1	Instrument of Government (Gov Information Document)		x	x	
CLASS 2	DOCUMENTATION	NOTES			
FINANCE			WEB SITE	CLERK	SCHOOL
2	Annual budget plan and financial statements				x
2	Capitalised funding				x
2	Additional funding				x
2	Schools Financial Value Service				x
CLASS 3	DOCUMENTATION	NOTES			
PERFORMANCE			WEB SITE	CLERK	SCHOOL

3	Schools future plans (SDP)				x
3	The latest Ofsted report	Refer to OFSTED Web Site as well	x		x
CLASS 4	DOCUMENTATION	NOTES			
DECISIONS			WEB SITE	CLERK	SCHOOL
4	Agendas of meetings of the governing body and (if held) its sub-committees				x
4	Fire Plan And Risk Assesment		x		x
4	Accessibility plan		x	x	x
4	Safeguarding Plan		x		x
4	Asbestos Management Plan		x		
4	Health and Safety Review		x		
4	Security review		x		
4	Central Record of Recruitment & Vetting Checks				x
4	Minutes of, and papers considered at, meetings of the governing body and its committees		x	x	x
CLASS 5	DOCUMENTATION	Policy No			
POLICIES			WEB SITE	CLERK	SCHOOL
5	Monitoring & Evaluation	1	x		
5	Anti Bullying	2	x		
5	Attendance Targets	3	x		x
5	School Discipline and Pupil Behaviour Policies	4	x		
5	Child Protection Policy	6	x		
5	Collective Worship	7	x		
5	Complaints procedure	8	x		

5	SPIRITUAL, MORAL, SOCIAL AND CULTURAL DEVELOPMENT	11	x		
5	School trips	12	x		
5	Inclusion (Incorporating Special Educational Needs Policy)	15	x		
5	ICT Policy (inc security)	17	x		
5	Admissions Policy (Aided and Foundation schools only)	18	x		
5	Pay Policy (teachers)	21	x		
5	Sex Education / Sex and Relationship Education Policy	24	x		
5	Appraisal and capability	26	x		
5	Lettings & Use of School Premises	28	x		
5	Whistleblowing	29	x		
5	Religious Education Policy	33	x		
5	Staff discipline, conduct and grievance (procedures for addressing)	35	x		
5	Health and Safety Policy	36	x		
5	Charging (sometimes called Charging and Remissions)	37	x		
5	Lone Working Policy	40	x		
5	Public Sector Equality Duty and Equality Objectives Statement	41	x		
5	Freedom of Information	42	x		
5	Governor allowances	43	x		
5	Assesment	44	x		
5	Payment arrears Policy	45	x		x
5	Code of Conduct	46	x		
5	Data Protection Impact Assessment Policy And Procedure	47	x		

5	Data Protection Policy	48	x		
5	Records Retention Policy	49	x		
5	Access Request Policy And Procedure	50	x		
5	Information Security Incident Procedure	51	x		
5	Virtual Meetings	52	x		
CLASS 6	DOCUMENTATION	NOTES	WEB SITE		
GENERAL					
6	Extra-curricular activities	W E	x		
6	Out of school clubs	W E H	x		x
6	School publications	W E H			x
6	Services for which the school is entitled to recover a fee, together with those fees	W E H			x
6	Leaflets books and newsletters	W E H			x

The main repositories of this information is

- Web site – freely available via the school web site
- Web Site – Documentation stored on secure access controlled area of the school web site
- Clerk – the clerk of the governing body
- School – direct from the school.

6. 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.

St John's Mead Primary

Horton Primary

Email: admin@stjohnsmead.co.uk

Email: enquiries@hortonprimary.org.uk

Tel: 01454 866501

Tel: 01454 318834

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

7. 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. 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.