

Parkstone Grammar School



**FREEDOM OF
INFORMATION POLICY**



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This is Parkstone Grammar 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: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

One of the aims of the Freedom of Information Act 2000 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 formation 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.

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.

2. AIMS AND OBJECTIVE

The school aims to:

- Enable every student to fulfil their learning potential, with education that meets the needs of each child,
- Help every student develop the skills, knowledge and personal qualities needed for life after work,

and 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 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.

Governors’ Documents – information published in the Governors Annual Report and in other 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.

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:

Email: enquiries@parkstone.poole.sch.uk

Tel: 01202 605605

Fax: 01202 605606

Contact Address: The Administrator, Parkstone Grammar School, Sopers Lane, Poole, Dorset BH17 7EP

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

If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

5. PAYING FOR INFORMATION

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 – this section sets out information published in the school prospectus.

CLASS	DESCRIPTION
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion): the name, address and telephone number of the school, and the type of school</p> <ul style="list-style-type: none">the names of the head teacher and chair of governorsinformation on the school policy on admissionsa statement of the school’s ethos and valuesdetails of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ rights to withdraw their child from religious education and collective worship and the



	<p>alternative provision for those pupils</p> <ul style="list-style-type: none"> • information about the school's policy on providing for pupils with special education 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
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Governors' Documents

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 • The terms of office of each category of governor if less than 4 years • The name of any body 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 took effect
Committee Terms of Reference	Details the main responsibilities of the Governing Body Committees.
Governors Code of Conduct	Statement of conduct expected from Governors.
Governor Links Policy	Details the arrangements for furthering Governor links with the school.
Schedule of Delegation	Details what responsibilities are delegated to whom.
Governor Allowances	Arrangements for paying Governor Allowances.
Register of Business Interests	List of Governors' business interests that may have a bearing on decisions they make.
Minutes of meetings of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees for the current and last full academic 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
Curriculum Statement	Statements 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
Accessibility Plans	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
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship and Assemblies	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004)
Pupil Discipline	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 – 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 on 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 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 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.
Compliments, Concerns	Statement of procedures for dealing with complaints



and Complaints	
Performance Management	Statement of procedures adopted by the governing body relating to the performance management team of staff and the annual report of the Head Teacher on the effectiveness of appraisal procedures
Dignity at Work (incl. Grievance)	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Best Value Statement	Statement informs our purchasing/commissioning procedures
Critical Incident Policy	Statement refers to how the school will deal with any critical incident affecting any/all of the school community
Disability Discrimination	Statement refers to the statutory requirements covering Disability Discrimination
Drugs and Alcohol	Statement refers to how the teaching about the misuse of Drugs and Alcohol are incorporated into the curriculum
Finance Operations Manual	Manual detailing procedures to be followed
Lettings Policy	Statement of policy for the 'letting' of the school
Recruitment & Selection	Statement details the procedures followed regarding staff appointments
School Development Plan	Plan details the school's development priorities for the academic year
Pay Policy	Policy details procedures for all matters relating to pay determination
Staff Development	This policy refers to matters relating to the Continuous Performance Development of the staff
Staff Internet	This policy details procedures for staff use of the internet
Offsite Activities	This policy provides procedures for staff organising any school trips
Paternity Provision	This details paternity rights for "new" fathers
Travel Plan	This provides information on arrangements made for travelling to and from school
Equal Opportunities	This policy provides information on how the school meets its obligations under the appropriate legislation
Initial Teacher Training	This provides details on the arrangements made to support student teachers in school
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.

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 Chair of Governors
Parkstone Grammar School
Sopers Lane
Poole
Dorset
BH17 7EP

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
Wylliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or Enquiry/Information Line: 01625 545 700

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

Website: www.informationcommissioner.gov.uk