

Freedom of Information Publication Scheme

**Version 3
April 2015**

Freedom of Information Publication Scheme

This is Penygloddfa CP School Publication Scheme

Our full title and address for sending requests for any documents is:

Penygloddfa CP School
School lane
Newtown
Powys
SY16 2DF

office@penygloddfa.powys.sch.uk

DETAILS

The person responsible for maintenance of this scheme is:

Mr J. Macdonald, Headteacher

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 publication scheme is available on the school website (to be downloaded) as well as being 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 and has been updated following further information from the Information Commissioner's Office (2008).

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 divided into categories of

information known as 'classes'. The classes of information that we undertake to make available are organised into the following broad topic areas:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers

How to request information

You can request a copy of the information you want from the contact detailed below or visit our website at: www.penygloddfa.powys.sch.uk. If the information you're looking for isn't available via the scheme (and isn't on our website), you can still ask if we have it. You can contact the school by telephone, fax, e-mail or letter.

Email: **office@penygloddfa.powys.sch.uk**

Tel: 01686 626715

Fax:

Contact Address: **School lane, Newtown, Powys, SY16 2DF**

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

Paying for information

Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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.

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.

Classes of Information Currently Published

WHO WE ARE AND WHAT WE DO

Instrument of Government: this information records the name and category of the school and the name and constitution of the governing body

- 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 any person entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos of the school

- The date the Instrument takes effect.

School Prospectus: this section sets out information published in the school prospectus

The statutory contents of the school prospectus are as follows (ref. The Education (School Information) (Wales) Regulations 2011) (other items may be included at the school's discretion) [Items in *italics* are for secondary schools only]:

- The name, address and telephone number of the school, and the type of school
- The names of the headteacher and chair of governors
- The language of the school as shown in the school's PLASC category
- Any affiliation of the school with a particular religion or religious denomination
- A summary of the religious education provided at the school and details of how a parent, or sixth form pupil, can exercise their right to choose not to participate in religious education and of any alternative provision made for such pupils
- Details of the admissions policy for pupils of different ages, including those above or below compulsory school age (not applicable to special schools) and special arrangements for the admission of, and to enable access for, disabled pupils
- *Secondary schools should also include details of the number of places for each relevant age group which were available at the start of the preceding year, the number of written applications or preferences, the number of appeals made and the number of them that were successful*
- Details of any arrangements for parents to visit the school
- A statement on the ethos and values of the school
- Information about the curriculum, the organisation of education and teaching methods at the school, including details of any special arrangements in the curriculum or otherwise for particular categories of pupils, including those with a statement of special educational need
- A summary of the content and organisation of sex education
- *Details of any careers education and any arrangements for work focused experiences for pupils*
- A summary of the school policies and arrangements in relation to:
 - provision for children with special educational needs
 - supporting and promoting the education achievement of looked after children
 - charging for optional extras and details of the policies in relation to circumstances where these charges will be waived
 - equal opportunities
- Details of the member of staff designated as having responsibility for promoting the educational achievement of looked after children
- Information about any determination made in relation to the character of collective worship in the school
- A summary of the sporting aims of the school and details of arrangements for pupils to participate in sport and extra-curricular sports activities
- Details of the term dates and session times for the year to which pupils are being invited to apply for admission
- The arrangements made to ensure the security of pupils, staff and the school premises
- A summary of the key features of the home-school agreement
- A brief statement about the use of the Welsh language in the school, to ensure that parents and prospective parents can gain a full understanding of the linguistic character of the school

- The most recent school comparative report(s) of performance in end of key stage teacher assessments and, for schools with pupils following key stage 4 study programmes, the most recent Summary of Secondary School Performance
- *Details of destinations of pupils over 16 years of age*
- Details of the most recent annual attendance and absence figures for the school
- A statement of how a complaint can be made

Governors' Annual Report: this section sets out information published in the Governors' Annual Report

The statutory contents of the governors' annual report to parents are as follows (ref. School Governors' Annual Reports (Wales) Regulations 2011) (other items may be included at the school's discretion) [Items in *italics* are for secondary schools only]:

- Notification of the time, date, venue, purpose and agenda for the annual parents' meeting (Note: a meeting must be arranged if no meeting with parents was held in the preceding year or if the Governing Body receives a written request from the parents of 5% or more of the pupils for a meeting to be organised)
- The names and addresses of the clerk and chairperson
- Details of the governing body membership, including their terms of office and status
- Information about the next election of parent governors
- A financial statement, including gifts made to the school and amounts paid to governors for expenses. This would also include the school's annual income and expenditure returns as well as details of any capital and building projects
- The most recent school comparative information in relation to the school's performance in end of foundation phase and key stage assessments published on DEWi
- *The most recent Summary of Secondary School Performance*
- The number of authorised and unauthorised absences
- *Details of destinations of pupils over 16 years of age and authorised and unauthorised absence rates of these pupils (this information is required to be published in the school prospectus)*
- *Action taken to develop or strengthen the school's links with the community (including with the police)*
- The most recent targets for improvement and for reducing absences agreed by the governing body with the local authority
- Details of arrangements for pupils to participate in sport and extra-curricular sports activities
- A summary of any review undertaken and any action taken as a result of any policy or strategy adopted by the governing body
- Details of term dates and session times for the year for which pupils are being invited to apply for admission
- Information about any changes to information in the school prospectus
- Information about the curriculum, the organisation of education and teaching methods at the school, including details of any special arrangements in the curriculum or otherwise for particular categories of pupils, including those with a statement of special educational need
- The language category which most closely describes the school as shown in their PLASC category

- A brief statement about the use of the Welsh language in the school by pupils of all age groups or of different age groups, to ensure that parents and prospective parents can gain a full understanding of the linguistic character of the school
- A brief statement about the provision of toilet facilities for pupils and the arrangements made to ensure their cleanliness

Information relating to the Governing Body: this section sets out information relating to the functions of the Governing Body and will include:

- School session times and term dates
- Location and contact information, including website and names of key personnel

WHAT WE SPEND AND HOW WE SPEND IT (Financial information for the current and previous two financial years)

- Financial information including income, expenditure, procurement, contracts and financial audit
- Annual budget plan
- Details of capital funding
- Information about school priorities, including strategies and plans, performance indicators, audits, inspections and reviews
- Pay policy – statement about policy and procedures regarding teachers’ pay, staffing and grading structure
- Governors’ allowances, where applicable
- Details of procedures for the acquisition of goods and services

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Information in this class would include:

- Government supplied performance data
- Summary of latest Estyn inspection report (the full Estyn report should also be available)
- Information covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupils’ health, safety and support; post inspection Action Plan; and links with parents and the community
- Performance management information: a statement of procedures and policy adopted by the governing body relating to staff review and development
- The school’s future plans
- Safeguarding and Child Protection Policies: a statement of general principles on safeguarding and child protection arrangements (the whole school policies are also available on request)

HOW WE MAKE DECISIONS

- The process of decision making and record of decisions

- Arrangements for admissions to the school, together with information about the right of appeal

[Voluntary aided schools to include these two bullet points]

[Community and voluntary controlled schools to include these two bullet points and provide a link to Powys County Council's website <http://www.powys.gov.uk/en/schools-students/apply-for-a-school-place/>]

- Minutes of governing body and sub-committee meetings, other than items that are deemed to be confidential

OUR POLICIES AND PROCEDURES

This class would contain information on the following:

School Policies

- **Charging and Remissions Policy:** a statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging of which charges are permitted, for example music tuition, trips
- **Health and Safety Policy:** Written 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.
- **Staff Conduct, Discipline and Grievance:** Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
- **Pay Policy and Staffing Structure:** Details of the pay policy and how it is implemented, along with details of the school staffing structure.
- **Requests for Information:** Details of the procedures for dealing with requests for information.
- **Equality and Diversity:** Information on equalities and diversity (including equal opportunities) policies and procedures.
- **Recruitment of Staff:** Information regarding:
 - the advertising and recruitment to school vacancies
 - the current vacancies at the school

Pupil and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum [*Items in italics are for secondary/special schools only*].

- **Home-school agreement:** A written 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 Policy:** A statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
- **Sex Education Policy:** A written statement of policy with regard to sex education.
- **Special Educational Needs:** Information about the school's policy on providing for pupils with special educational needs
- **Equalities Plan:** Information regarding equal opportunities, race equality and Welsh Language Scheme
- **Access Plan:** A written plan of improvements to access for pupils with disabilities (included as an Annex in the Equalities Plan)
- **Collective Worship:** A statement of arrangements for the required daily act of collective worship.
- **Careers Education (Key Stage 4 pupils):** *Information regarding the school's career education programme and how careers education is delivered to Key Stage 4 pupils.*
- **Pupil Behaviour/Discipline:** A written statement of general principles on behaviour and discipline including any anti-bullying policy as appropriate.

Records Management and Personal Data

- Information regarding information security, retention of records, destruction and archiving and data protection (including data sharing) policies

Charging/Remissions

- Full details of statutory charging regimes, including charges made for information routinely published
- Details of what costs will be recovered, the basis on which they are made and how they are calculated

LISTS AND REGISTERS

- **Curriculum circulars and statutory instruments:** These would include circulars/memoranda from the local authority and the Welsh Assembly Government
- **Disclosure logs:** Provision of details of information provided in response to requests
- **Asset register:** Details of information from capital asset register, where applicable
- **Any information which the school is currently legally required to hold in publicly available registers (this does not include the attendance register)**

THE SERVICES WE OFFER

This would include details of: extra curricular activities; lunchtime clubs; out of school clubs; school publications; services for which the school is entitled to recover a fee, together with those fees; leaflets, booklets and newsletters

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 need to make a complaint then initially this should be addressed to Mr J. Macdonald c/o 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 deals with formal complaints. They can be contacted at:

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

or

Enquiry/Information Line: 08456 30 60 60 or 01625 54 57 45
Fax: 01625 52 45 10
E-mail: publications@ic-foi.demon.co.uk

[1] Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

Policy Review Information

Policy Reviewed: March 2017

Next Review: March 2018

Chair of Governors Signature:

Chair Of Governors Print Name: Viv Briskham

Headteachers Signature:

Headteachers print Name: .Jim Macdonald

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ANNEX A – Any other documents held by the school that are not itemised in the lists above