



Freedom of Information Policy

Surrey Street Primary School

Publication Scheme on information available under the
Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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 for you on our website or 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.

Aims and Objectives

The school aims:

Our vision is for learning for life at Surrey Street where the social, emotional, spiritual, physical and learning needs of every member of the school community are met.

We want our children to become independent, confident, self-motivated and enthusiastic learners, having the self-esteem to both evaluate and extend their learning to achieve their full potential, within a secure, caring, happy environment.

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

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 later in this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- *Who we are and what we do*
- *Policies and procedures*
- *What we spend and how we spend it*
- *What our priorities are and how we are doing*

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, or you can visit our website at <http://www.surreystreetprimary.com>

Email: admin@surreystreetprimary.net

Tel: 01582 748810

Fax: 01582 748819

Contact Address: Surrey Street Primary School,
 Cutenhoe Learning Park
 Cutenhoe Road
 Luton,
 LU1 3NJ

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 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. 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 we will let you know the cost before fulfilling your request.

Classes of Information Currently Published:

(‘website’ indicates can be found on our website, others may be added at a later date)

1. Who we are and what we do

Class	Description
School ‘prospectus’ (website)	Information includes: How to contact us, names of staff and governors, statement on our ethos, curriculum organisation,
School website	www.surreystreetprimary.com Contains key information about the school. We aim to have most required information on the website.
Minutes of meetings of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>] but excluding those of a confidential nature. Not currently on the website but we are working towards adding the Minutes.
Charging and Remissions Policies (website)	A statement of the school’s policy with respect to charges and remissions for any optional extras. For example: board and lodging for which charges are permitted, school publications, music tuition and trips
Attendance Policy (website)	Schools policy for promoting good attendance
School session times and term dates (website)	Details of school sessions 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 as per LBC guidelines
Complaints procedure (website)	Statement of procedures for dealing with complaints
Staff Appraisal	Statement of procedures adopted by the Governing Body in relation to staff appraisal.

Staff Code of Conduct	Statement of procedure for regulating conduct and discipline of school staff mad procedures by which staff may seek redress,
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2. Policies and procedures

All of these are available on our website

Class	Description
Teaching and Learning Policy	Statement on how we promote high standards of teaching and learning in school
Home – school agreement	The school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils.
Curriculum Policies	Information on the curriculum and subjects taught in 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
Single Equality Policy	Statement of policy for promoting equality
Collective Worship	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.
Behaviour Policy	Statement of general principles on behaviour and discipline.
Anti-bullying policy	Statement of general principles on responding to incidents of bullying

3. What we spend and how we spend it

Financial Information	Income received and how it is spent
Audit reports	An independent report on the school’s financial management
Benchmarking data	How we compare to other schools in our income and expenditure

4.What our priorities are and how we are doing

School plans (website)	Outlining key focus areas of school improvement
Inspection Reports (website)	Latest Ofsted Inspection Report

Our website is at <http://www.surreystreetprimary.com>

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 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 that deals with formal complaints. They can be contacted at:

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

Policy agreed: October 2017

Signed: _____ Chair of Governors