



Cranbrook  
Primary School

# **CRANBROOK PRIMARY SCHOOL POLICY**

## **Freedom of Information Policy**

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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 either 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.

### **2. Aims and Objectives**

Cranbrook Primary School is a community primary school within the London Borough of Redbridge. The school behaviour, expectations and vision statement reads:

'We, the adults and children at Cranbrook Primary School, embrace every member of our community and their race, ethnicity, religion, gender, physical and mental ability, beliefs etc. We recognise all that they contribute to the school. Every person is unique and brings varying life experiences, beliefs and cultures. They positively add to the rich learning environment of our community. We will respect, value and learn from all of these, ensuring that we treat everyone as would wish to be treated.

This will uphold the Cranbrook Values of:

Respect, Excellence, Equality, Friendship, Courage, Determination and Inspiration.

We will challenge any individual or group who does not support this ethos. If we fully encompass the diversity of Cranbrook Primary School our children today will develop a broad outlook on life which will impact positively on their future tomorrow'

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 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 or you can visit our website at [www.cranbrookprimary.redbridge.sch.uk](http://www.cranbrookprimary.redbridge.sch.uk).

Tel: 020 8518 2562

Fax: 020 8554 1575

Contact Address: Cranbrook Primary School, The Drive, Ilford, Essex IG1 3PS

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**

Single copies of information covered by this publication are provided free unless stated otherwise in the following paragraph. 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 electronic media we will let you know the cost before fulfilling your request.

#### **6. Classes of Information Currently Published**

**School Prospectus** – 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
- the names of the head teacher and chair of governors
- information on the school policy on admissions
- a statement of the school's ethos and values
- details of any affiliations with a particular religion or religious denomination. The religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
- information about the school's policy on providing for pupils with special educational 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

**Governing Body** – this section sets our information published in governing body documents

**Instrument of Government -**

- The name of the school
- The category of school
- The names of the members of the governing body
- The manner in which the governing body is constituted
- If the school has a religious character, a description of the ethos
- The term 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

**Minutes<sup>1</sup> of meeting of the governing body and its committees -**

- Agreed minutes of meetings of the governing body and its committees [current and last full academic school year] unless there is a requirement that these are confidential

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

**Curriculum:** Art & Design; Design and Technology; English; Geography; History; ICT; Mathematics; Modern Foreign Language; Music; Physical Education; PSHE and Citizenship; Religious Education and Science.

**Pupils:** Admissions; Anti-bullying; Attendance; Behaviour and Exclusions; Child Protection, Inclusion and Equalities.

**School policies and other information related to the school** – This section gives access to information about policies that relate to the school in general.

Published reports of Ofsted referring to the school published report of the last inspection of the school and the summary of the report.

**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 or trips.

**School session times and term dates:** Details of school session and dates of school terms and holidays.

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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

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.

Complaints Procedure: Statement of procedures for dealing with complaints.

Performance Management of Staff: Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.

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.

Curriculum Circulars and Statutory Instruments: Any statutory departmental circulars and administrative memoranda sent by the DfE to the Headteacher 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 Headteacher.

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***

*or*

**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)**