

# **Brampton Abbotts Church of England Primary School**

## **Freedom of Information Policy & Publication 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, such as Brampton Abbotts Primary School, should be clear and proactive about the information they will make public.

To do this we have produced this 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 that 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 that we hold may not be made public, for example personal information.

The Governing Body is responsible for maintenance of this scheme.

### **2a School Ethos Statement**

Recognising its historic foundation, the school aims to preserve and develop its religious character in accordance with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all pupils

### **2b School Mission Statement**

Brampton Abbotts' Christian ethos nurtures every child to reach their individual potential.

### **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 Website
- Governors' Documents
- Pupils & Curriculum
- School Policies and other information related to the school

### **4. How to request information**

Many of the documents are available on our website.

You will find our website at <http://www.bramptonabbotts.org>

If you require a paper version of any of the documents within the scheme, please contact the school administrator by telephone, email, fax or letter. Contact details are set out below:

Email: [admin@bramptonabbotts.hereford.sch.uk](mailto:admin@bramptonabbotts.hereford.sch.uk)

Tel: 01989 562256 Fax: 01989 567632

Contact Address:

The Headmaster, Brampton Abbotts C of E Primary School, Brampton Road, Ross-on-Wye. HR9 7FX

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**

Information published on our website is free.

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**

### **6.1 Who we are and what we do**

Organisational information, structures, locations and contacts are detailed in documents as follows:

- **School Website**

The school website [www.bramptonabbotts.org](http://www.bramptonabbotts.org) serves as the school's prospectus. Many of the documents referred to below are available on the website.

- **Instrument of Government**

This document records the name and category of the school and the constitution of its governing body.

- **Governing Body**

- Names and details of the governor's responsibilities together with the basis on which they have been appointed.
- Code of Conduct for Governors policy
- Committee Terms of Reference
- School Visits by Governors policy

Contact with any governor should be through the Clerk to the Governors.

Email: [clerk@bramptonabbotts.hereford.sch.uk](mailto:clerk@bramptonabbotts.hereford.sch.uk)

- **School session times and term dates**

- **Location and contact information**

The address and telephone number for the school together with the names of key personnel.

### **6.2 What we spend and how we spend it**

Financial information

- **Teachers' Pay policy**
- **Finance Policy**
- **Pupil Premium Policy**
- **Devolved Formula Capital Policy**
- **Governors' Expenses policy**
- **Lettings policy**
- **Schools Finance Value Statement**
- **Protected Disclosure (Whistleblowing) policy**
- **Business Continuity Management Plan**

### 6.3 What our priorities are and how we are doing

- School profile
  - School Performance available at <https://www.compare-school-performance.service.gov.uk/>
  - Ofsted report January 2012, also available at <http://www.ofsted.gov.uk/inspection-reports>.
  - SIAS report June 2012
  
- Performance management information
  - Staff Appraisal policy and procedure
  - Teacher Capability policy and procedure
  - Allegations of Abuse made against staff policy
  - Staff Discipline and Grievance policy
  - Redundancy policy and procedure
  - Preparation, Planning and Assessment (PPA) policy
  
- Child protection
  - Safeguarding and Child Protection policy
  - Anti-Bullying policy
  - Looked after Children policy
  - Medical Conditions policy

### 6.4 How we make decisions

- Admissions policy
- Further information available in the booklet "Herefordshire Information for Parents"

- Minutes of meetings of the Governing body and its sub-committees
  - Minutes of full meetings of the Governing Body
  - Minutes of meetings of Chairs' Committee
  - Minutes of meetings of Curriculum Committee
  - Minutes of meetings of Finance Committee
  - Minutes of meetings of Foundation Governors
  - Minutes of meetings of the Personnel Committee
  - Minutes of meetings of the Premises Committee

### 6.5 Our policies and procedures

- School policies
  - Educational Visits policy
  - Attendance policy
  - Health and Safety policy
  - Complaints policy
  - Visitors and Volunteer Helpers policy
  - Unreasonable Behaviour policy
  - Freedom of Information policy and publication scheme
  
- Pupil and Curriculum policies
  - Home-School Agreement
  - Homework policy
  - Responding and Feedback policy
  - Sex and Relationships Education policy
  - Special Educational Needs policy
  - Early Years policy
  - Religious Education policy
  - Collective Worship policy
  - Behaviour for All policy
  - Assessment policy
  - Radicalisation and Extremism policy
  
- Records management and personal data policies
  - Data Protection policy
  - Disposal of Assets policy
  - E-Security policy
  - E-Safety policy

- Equality and diversity policy
- Policies and procedures for the recruitment of staff
  - Safer Recruitment policy
  - Details of current staff vacancies
- Charging policy

## 6.6 Lists and registers

- Curriculum circulars and statutory instruments  
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

- Disclosure log  
Log indicating the information provided in response to requests.

- Asset registers
  - ICT related Inventory
  - Non ICT Inventory
- Any information the school is currently legally required to hold in publicly available registers

## 6.7 The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- Extra-curricular activities
- 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
  - Newsletters (half-termly)                      also available on school web-site

## 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, Brampton Abbotts CofE Primary School, Brampton Road, Ross-on-Wye. HR9 7FX or email to: [chair@bramptonabbotts.hereford.sch.uk](mailto:chair@bramptonabbotts.hereford.sch.uk)

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  
Enquiry/Information Line: 0303 1231113    Website : <https://ico.org.uk>

Policy approved by Governing Body on 15-09-16

Signed    Paul Mason    position    GB Chair

Policy due for review    Autumn 2019