



Batchwood School
make every day count

Freedom of Information Act

**Next Review due:
November 2017**

Adopted: November 2013
Reviewed: November 2014, 2015, 2016

Signed:
Kerry Pollard - Chair of Governors
Date:

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1 - FREEDOM OF INFORMATION PUBLICATION SCHEME

This is Batchwood School 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 (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 will be **available for you to download and print off from our website**.

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

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- support every child develop the skills, knowledge and personal qualities needed for life and 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.
- Other information relating to the governing body – information published in the School Profile and in other governing body documents.
- Students & Curriculum – information about policies that relate to students 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.batchwood.herts.sch.uk**

Email: admin@batchwood.herts.sch.uk

Tel: 01727 868 021

Fax: 01727 739 075

Contact Address: Batchwood School, Townsend Drive, St Albans, Herts, AL3 5RP

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, 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 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. Where there is a charge this will be indicated by a £ sign in the description

6. Classes of Information Currently Published

School Website – this section sets out information published on the school website.

Class	Description
School Website	<p>The statutory contents of the school website are as follows, (other items may be included on the website at the school's discretion):</p> <ul style="list-style-type: none"> • Contact details • Admission arrangements • Link to Ofsted report • Most recent KS4 results • Link to school performance table on www.education.gov.uk • School curriculum information for each year group and KS4 courses/qualifications • Behaviour policy • Pupil premium allocation, use and impact on attainment • SEN policy • Charging and remissions policy • School’s ethos and values <p>The governing body is responsible for: Ensuring that the information above is published on the school website:-</p>

	<ul style="list-style-type: none"> • Providing a paper copy of information published on the website, without charge, to parents on request • Making sure that the information is updated as soon as is reasonably practicable following a change to that information and, in any event, at least annually.
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School Profile and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
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 term of office of each category of governor if less than 4 years • The name of anybody 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 takes effect
Minutes 1 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]

Students & Curriculum Policies – This section gives access to information about policies that relate to students 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 students for example homework arrangements
Curriculum Policy	Statement 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 students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy / Safeguarding	Statement of policy for safeguarding and promoting welfare of students at the school. (from March 2004)
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher 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, where appropriate, inspection reports of religious education in those schools 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 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
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management	Statement of procedures adopted by the governing body

of Staff	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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or governing body relating to the curriculum.
Admissions Policy	Statement of the school's policy on admissions.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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 Mr M Triggs, Headteacher, Batchwood School, Townsend Drive, St Albans, Herts AL3 5RP.

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: 0303 123 1113

Website : www.ico.gov.uk

