



# **FREEDOM OF INFORMATION ACT 2000**

## **2022-2023**

**Effective Date: November 2015**

**Last reviewed: September 2022**

**Reviewed by: Gary Preston, Head of School**

**Next Review Date: September 2023**

This is Greensand Federations 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 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.
- 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

The Federation aims to:

- enable every child to fulfill their learning potential, with education that meets the needs of each child,
- help 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.
- **Governors’ Documents** – information published in the governor’s annual report and in other Governing Body documents.
- **Students and Curriculum** – information about policies that relate to students and the school curriculum.
- **School Policies and other information related to the schools** - 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 or letter. Contact details are set out below.

Email:

[office@sandysecondaryschool.com](mailto:office@sandysecondaryschool.com)

Website:

[www.sandysecondaryschool.com](http://www.sandysecondaryschool.com)

Telephone: 01767 680598

Contact address: Engayne Avenue, Sandy, Bedfordshire, SG19 1BL

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please). If the information you are looking for is not available via the scheme, and is not 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 do not 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.

Charges are only applied to requests where the time taken to extract and collate the information from its sources exceeds 18 hours.

If a request should exceed this limit then a charge of £25 per hour, with a minimum of £450 can be applied, or the school can issue a refusal notice.

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

### **Published Schools Prospectus**

This section sets out information published in the school’s prospectus.

The statutory contents of the school’s prospectus are as follows; (other items may be included in the prospectus at the Federation’s discretion):

- the name address and telephone number of the school and the type of school.
- the names of the Executive Principal 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 students.
- information about the school’s policy on providing for students with special educational needs
- the arrangements for visits to the school by prospective parents.

### **The School’s Instrument of Governance**

- The name of the Federation.
- The category of the schools.
- 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 of Meetings of the Governing Body and its Committees**

Agreed minutes of meetings of the Governing Body and its committees.

### **Students & Curriculum Policies**

This section gives access to information about policies that relate to students and the school curriculum.

### **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.

### **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 (some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this).

### **Assemblies Policy**

Statement of arrangements for the required daily act of collective worship.

### **Careers Education Policy**

Statement of the programmes of careers education.

### **Safeguarding Policy**

Statement of policy for safeguarding and promoting welfare of students at the school.

### **Behaviour Policy**

Statement of general principles on behaviour and discipline, and of measures taken by the Principal 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.

- Published reports of Ofsted referring expressly to the school.
- Published report of the last inspection of the school and the summary of the report 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 or board and lodging for which charges are permitted, for example, school publications, music tuition and 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.

**Curriculum Circulars and Statutory Instruments**

Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Principal or Governing Body relating to the curriculum.