

# Worthington Primary School

## Freedom of Information

### School's Publication Policy

Statutory Requirement for Public Bodies

The School's Publication Scheme/Freedom of information Policy in respect of Longford Park School was shared with the Governing Body and approved at committee meeting.

Prepared : **24<sup>th</sup> January 2018**

Author : **Clive Searle**  
Next Review : **24<sup>th</sup> January 2020**

Signed by Headteacher **Clive Searle**

Date : **24/01/2018**

Approved by Governing Body : Signed  
**Ian Robbins**

Date : **24/01/2018**

# **Worthington Primary School's Publication Scheme** **on Information available under the Freedom of** **Information Act 2000**

*Our full title and address for sending requests for any documents is:*  
Worthington Primary School  
Worthington Road  
Sale  
M33 2JJ

*The Governing Body of Worthington Primary School are 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 is available in paper form on request from the school office or on the school 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:

- Worthington Primary School aims to create a happy, secure and orderly environment in which every child is unique, and can work to the best of his or her ability.
- We shall achieve this by providing a broad and balanced education, enriched by parental support, which promotes the spiritual, moral, cultural, mental and physical development of all our children.
- All members of the school community are supportive of one another and dedicated to these aims. They are committed to continually raising standards.

### **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 5 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 document.
- 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**

You can request a copy of the information you want from the contact detailed below.

If the information you are looking for is not available via the scheme, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: [admin@worthingtonprimary.co.uk](mailto:admin@worthingtonprimary.co.uk)

Tel: 0161 973 3504

Contact Address:

Worthington Primary School, Worthington Road, Sale. M33 2JJ

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" in CAPITALS please

### **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. 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

**School Website** – This section sets out specific information published on the school website, in accordance with the School Information (England) (Amendment) Regulations 2016

Class	Description
<b>Specified Information on school website</b>	<ul style="list-style-type: none"> <li>• School contact details</li> <li>• Admission arrangements</li> <li>• Ofsted reports</li> <li>• Exam and assessment results</li> <li>• Performance tables</li> <li>• Curriculum</li> <li>• Behaviour policy</li> <li>• School complaints procedure</li> <li>• Pupil premium</li> <li>• PE and sport premium for primary schools</li> <li>• Special educational needs (SEN) and disability information</li> <li>• Equality objectives</li> <li>• Governors' information and duties</li> <li>• Charging and remissions policies</li> <li>• Values and ethos</li> </ul>

### **Governor Information and Governing Body documents.**

Class	Description
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school.</li> <li>• The category of the school.</li> <li>• The name of the governing body.</li> <li>• The manner in which the governing body is constituted.</li> <li>• Their term of office of each category of governor if less than 4 years.</li> <li>• The name of any person entitled to appoint any category of governor.</li> <li>• The date the instrument takes effect.</li> </ul>

**Pupils and Curriculum Policies** – this section gives access to information about policies that relate to pupils and the school curriculum.

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

## **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 need to make a complaint then initially this should be addressed to The head teacher: Mr Clive Searle.

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 545 745**

**E-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)** (please include your telephone number)

**Website: <https://ico.org.uk/>**

\* Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.