



# Hollinsclough C of E Academy

## Freedom of Information Publication Scheme: 2015

### Mission Statement

*'To encourage the enthusiasm and joy of learning through a creative curriculum and a holistic approach to education that reflects Christian values supports, our community, guaranteeing accessibility and availability to all'*

### *Developing potential*

### 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
- 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.

Some information which we hold may not be made public, for example personal information or information that can or could be linked to a specific person.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### Aims and Objectives

The school aims to:

- Create a learning community where all members have high standards and expectations and have equality of opportunity to gain maximum personal achievement
- Create a stimulating and challenging environment, where children with enquiring, imaginative and creative minds become independent learners
- Create a community which enables children to develop self-awareness and self-esteem, so that they grow as confident, articulate and responsible individuals
- Provide a secure, safe and welcoming environment for all in the school community, where the motivation to learn is enhanced by the partnership between home and school
- Provide a broad, balanced and exciting curriculum
- Foster in each child respect and care for one another and an understanding of other races, religions and ways of life
- Help children acquire a broad understanding and appreciation of the natural and made environment

This publication scheme is a means of showing how we are pursuing these aims.

### How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail or letter.

### Contact details are set out below

E-mail: [office@hollinsclough.staffs.sch.uk](mailto:office@hollinsclough.staffs.sch.uk)

Tel: **01298 83303**

Contact Address:

Hollinsclough C of E Academy  
Carr Lane  
Hollinsclough  
Buxton  
Staffordshire  
SK17 0RH

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, you can still contact the school to ask if we have it.

### **Paying for information**

Single copies of information covered by this publication are provided free if downloaded from our school website, if the request for information requires a printed copy then the school reserves the right to make a charge that will reflect the cost of time and materials only.\*

*\* If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge or 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 you will be informed as to the amount in writing (verbally if you apply in person) and payment will be required in advance.*

### **Classes of information currently published**

#### **School Prospectus**

This section sets out information published in the school prospectus.

The statutory contents of the school prospectus are as follows:

- The name, address and telephone number of the school, and the type of school
- The names of the Headteacher and the 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, parent's rights 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

#### **Information relating to the governing body**

This section sets out information with respect to Governors **e.g.** Details of the governing body membership, including name and address of Chair person and Clerk

#### **Other information** (previously supplied by Chair of Governors / Governors Annual Report to Parents)

- A statement on progress in implementing the action plan drawn up following an inspection
- A financial statement, including gifts made to the school and amounts paid to governors for expenses
- A description of the school's arrangements for security of pupils, staff and the premises
- Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year
- A description of the arrangements for the admission of pupils with disabilities;
- Details of steps to prevent disabled pupils being treated less favourably than other pupils
- Details of existing facilities to assist access to the school by pupils with disabilities
- The accessibility plan covering future policies for increasing access by those with disabilities to the school
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- Number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- A statement of the extent to which proposals in the post-inspection action plan have been carried into effect

#### **Instrument of Government**

- 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
- The date the instrument takes effect

## **Minutes 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]

## **Pupils & Curriculum Policies**

This section gives access to information about policies that relate to pupils 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 pupils 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 pupils with special educational needs

### **Accessibility Plans**

Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils

### **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**

Statement of policy for safeguarding and promoting welfare of pupils at the school

### **Pupil Discipline**

Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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.

### **Post-Ofsted inspection action plan**

A plan setting out the actions required following the last Ofsted inspection and where appropriate and action plan following inspection of religious where the school is 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, 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 of Staff**

Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher 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 instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

## **Annex A / Other documents**

Annex A provides a list of other documents that are held by the school and are available on request.

## **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 head teacher.

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

E-Mail – [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website – [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

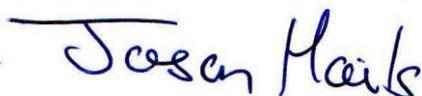
## **Implementation of this procedure**

Our school will manage implementation of this scheme with the support and guidance of the an appropriate body.

## **General**

This scheme and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Signed...



**Designation:** Chair of Governors

**Date.** April 2015

This procedure is to be reviewed by Governors during September 2017