



THE  
**BARCLAY**  
SCHOOL

# FREEDOM OF INFORMATION ACT POLICY

Governor committee:	Finance, Personnel and Premises	May 2016
	Full Governing Body	June 2016
Prepared by:	Anne Taylor	May 2016
Policy due for review:	FG	May 2018



# Barclay School

Freedom of Information Act.

The Barclay School's Publication Scheme on information available under the Freedom of Information Act 2000.

## 1. Introduction:

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. 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 of the School

### **Believe, Achieve, Exceed**

The school aim is for all members of the Barclay Community to **Believe** they can be successful, **Achieve** their ambitions and **Exceed** their expectations. We are guided by the following school principles and values

- We are proud to be members of The Barclay School and believe that education empowers us to shape our futures.
- We value learning and welcome new opportunities and experiences.
- We work our hardest and take pride in what we achieve and celebrate the achievement of others.
- We strive to make the relationships between all members of our school community warm, positive and encouraging.
- We believe in our potential to exceed all expectations and to have a unique impact on the world.

Our website is at [www.barclayschool.co.uk](http://www.barclayschool.co.uk)

### 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.

The school is required under the 'School Information (England) (Amendment) Regulations 2012 (SI 2012/1124)' to publish on the school website the following

- Pupil Premium allocation, use and impact on attainment
- curriculum provision, content and approach, by academic year and by subject
- admission arrangements
- the school's policy in relation to behaviour, charging, and SEN and disability provision
- links to Ofsted reports and to the Department's achievement and attainment performance data; and details of the school's latest Key Stage 2 and 4 attainment and progress measures.

This document sets out what additional information is available and how this information can be obtained.

#### Information Currently Published

##### Governors

<b>The 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>• The date the instrument takes effect</li></ul>
<b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b>	Meeting minutes are available by request from the Clerk to the Governors once ratified.

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

## Students & Curriculum Policies

<b>Home – school agreement</b>	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
<b>Curriculum Policy</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for students with special educational needs
<b>Accessibility Plans</b>	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.
<b>School Equality Scheme</b>	This includes a statement of policy for promoting equality including race, gender, disability and details of staff in charge of assessing progress in equality.
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of students at the school.
<b>Behaviour and Discipline Policy</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

## Other School Policies and information related to the school

<b>Published reports of Ofsted referring expressly to the school</b>	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
<b>Charging and Remissions Policies</b>	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
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy</b>	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
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints
<b>Performance Management of Staff</b>	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
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Pay Policy</b>	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
<b>Admissions policy</b>	Statement of the schools policy on admissions.

### 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.

Email: [admin@barclay.herts.sch.uk](mailto:admin@barclay.herts.sch.uk)

Tel: 01438 232221

Fax: 01438 232300

Contact Address: The Barclay School, Walkern Road, Stevenage, Herts. SG1 3RB

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please). If the information you seek isn't available via the scheme, you can still contact the school to ask if we have it.

## **5. Paying for information**

Single copies of information covered by this publication are provided free if not available on the school website. 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. 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 Headteacher, Barclay School, Stevenage, Herts. SG1 3RB.*

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)