

Canonbury Primary School Freedom of Information Policy October 2011

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

Canonbury Primary is a community primary school, within the London Borough of Islington.

The schools vision statement reads:

Canonbury Primary School will be a special place full of learning, laughter, friendship and fun where children are happy and valued, feel safe and respect others.

At Canonbury, we aim to provide the best primary education in a stimulating environment, so that every child realises his or her potential. We will instil a love of learning inspired by quality teaching, nurturing and developing individual strengths and talents. We believe every child is entitled to enjoy his or her childhood. We will encourage and celebrate creativity, original thinking and imagination as well as effort and achievement. We will teach the importance of moral values and showing consideration for others.

At the end of their time at Canonbury, our children will be confident and rounded young people ready to seize the opportunities that lie ahead of them. Our vision is to equip all our children with the knowledge, skills and values they will need to lead happy and rewarding lives.

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 – Governing body terms of reference, minutes (other than confidential items) and other governing body documents.

Pupils and 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

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@canonbury.islington.sch.uk

Tel: 0207 226 5020

Contact address: Canonbury Road, London N1 2UT

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.

5. Paying for Information

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.

6. Classes of Information Currently Published

School Prospectus

The statutory contents of the school prospectus (Due to be published in February 2012) are as follows, (other items may be included in the prospectus at the school's discretion):

- > The name, address and telephone number of the school, and the type of school.

- > The names of the head teacher 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 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.

Instrument of Governance

- > The name of the school.
- > The category of the school.
- > The names of the members 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 any body entitled to appoint any category of governor.
- > Details of any trust.
- > If the school has a religious character, a description of the ethos.

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) unless there is a requirement that these are confidential.

Pupils & Curriculum Policies

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

Curriculum: Art & Design; Design and Technology

English; Geography; History; ICT; Mathematics; Modern Foreign Languages; Music; Physical Education; PSHE and Citizenship; Religious Education; Science.

Pupils: Admissions; Anti-Bullying; Attendance; Behaviour and Exclusions; Child Protection; Inclusion; Equalities;

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.

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 ,or 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 departmental circulars and administrative memoranda sent by the DfE to the head teacher or governing body relating to the curriculum.

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 the Headteacher.

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, which 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

Website: www.informationcommissioner.gov.uk