

# Bell Farm Primary School Freedom of Information Policy and Publication Scheme



## Introduction

This is Bell Farm Primary School's Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

*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 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 format in which the information will be made available and*
- *whether the information is available free of charge or on payment.*

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school or on our website for viewing or to download if required.

Some information, which we hold, may not be made public, for example personal information.

### 2. Aims of Our School

#### Vision

We believe that to prepare all children for their future they are entitled to the best standards in education and we endeavour to achieve academic excellence at Bell Farm.

#### Mission

We aim to achieve our vision by:

- Valuing our extensive grounds and striving to offer the best in outdoors education
- Providing a values-led curriculum and having a rights respecting agenda
- Fostering community links at every opportunity
- Being an inclusive school and providing excellent pastoral and well-being support

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:

**Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

**4. How to request information**

Many of the documents are available on our website [www.bell-farm.co.uk](http://www.bell-farm.co.uk)

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.

tel: 01932 224009  
e-mail: [info@bell-farm.surrey.sch.uk](mailto:info@bell-farm.surrey.sch.uk)  
address: Bell Farm Primary School  
Hersham Road  
Hersham, Walton on Thames  
Surrey  
KT12 5NB

To help us process your request quickly, please clearly mark any correspondence

**“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and it isn't 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 don't 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. If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), 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

### 6.1 Who we are and what we do

Organisation information, structures, locations and contacts.

#### Instrument of Government

The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.

#### School Prospectus

This section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus (on website)</b>	<ul style="list-style-type: none"><li>• the name, address, website, email address and telephone number of the school, and the type of school</li><li>• the names of the headteacher, members of the Senior Leadership Team, Pastoral Support officer, SENCO, SEN Teaching Assistant and PSHE Coordinator.</li><li>• General information about the school's policies/procedures on: pastoral care and behaviour, early year's foundation stage curriculum, phonics, inclusion at Bell Farm (including the provision for children with special education needs and disabilities) and extra-curricular activities.</li><li>• School terms and holiday dates</li></ul>

#### Bell Farm Primary School Information for New Starters

Information given or sent following the offer of a place at Bell Farm. The initial information is usually sent in April in the year of admission, further information is given at the 'new parents evenings' in June or sent to those that are not able to attend.

Class	Description
<b>Bell Farm Primary School Information for New Starters</b>	<ul style="list-style-type: none"><li>• the name, address, website and telephone number of the school, and the type of school</li><li>• the name of the headteacher</li><li>• a booklet for the parents/carers to complete and return</li><li>• school term dates</li><li>• ICT policy to complete and return</li><li>• Uniform list</li><li>• Free School Meal Information</li><li>• Information about our Extended Care</li></ul>

#### The governing body–

Names of the Governors are published on our website. [www.bell-farm.co.uk/about-our-school/governor-information](http://www.bell-farm.co.uk/about-our-school/governor-information)

#### Pupils & Curriculum Policies

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

Class	Description
Home and school partnership 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 and Relationships 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

RE Policy	Information on the school's policy and the right of parents to withdraw children.
Complaints Policy	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern. A brief guide to the Bell Farm Primary School complaints policy is available for parents on request.
Accessibility Action Plans	Plans 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.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Behaviour and Discipline Policy	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying.

### **School session times and term dates**

Details of school session times and dates of school terms and holidays.

### **Location and contact information**

The address, telephone number, email address and website for the school together with the names of key personnel.

### **6.2 What we spend and how we spend it**

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

### **Finance Policy**

#### **Unofficial School Fund policy**

#### **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

#### **Appraisal Policy**

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

#### **Governors' allowances**

A Governors allowances policy outlines allowances and expenses that can be incurred or claimed by Governors.

#### **Pupil Premium & PE Premium**

Statements published on the website of how the school has used funding provided to close the gap in attainment of disadvantaged children and to outline the impact of PE funding has made in the school.

### **6.3 What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

#### **Performance data supplied to the government**

Performance data is available on our website  
[www.bell-farm.co.uk/about-our-school/our-results](http://www.bell-farm.co.uk/about-our-school/our-results)

#### **Latest Ofsted report**

A link to the latest school Ofsted report can be found on our website. [www.bell-farm.co.uk/news/bell-farm-is-good-all-areas-ofsted-2015](http://www.bell-farm.co.uk/news/bell-farm-is-good-all-areas-ofsted-2015)

#### **Performance management information**

The school has a disciplinary and capability procedure in place, which is a Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

### **The school's future plans**

Any major proposals for the future of the school involving, for example, consultation on a change in school status will be notified to parents and published on our website.

### **Safeguarding and child protection**

The school's Child Protection and Safeguarding Policy is a statement of policy for safeguarding and promoting the welfare of pupils at the school.

### **6.4 How we make decisions**

Decision-making processes and records of decisions. Information should be available for the current and previous 3 years.

### **Admissions policy / decisions**

The school's admission arrangements and procedures are in line with the Surrey CC. Please visit their website for details. [www.surreycc.gov.uk/schools-and-learning/schools/school-admissions](http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions). Admissions for our Nursery can be found on our website. <http://bell-farm.co.uk/about-nursery/admissions>

### **Minutes of meetings 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] are available on request, with the exception of information that is properly considered to be private to the meeting.

### **6.5 School Policies and procedures**

This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
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
Equality Policy	Statement of policy for promoting equality
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 for Education to the headteacher or governing body relating to the curriculum
Recruitment and Selection Policy	A framework for the efficient and effective recruitment of staff at Bell Farm School

### **6.6 Lists and registers**

#### **Curriculum circulars and statutory instruments**

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum.

#### **Asset register**

Information is available on request for any lists, held at the school, of capital assets.

**Any other information the school is currently legally required to hold in publicly available registers would be available to the public.**

### **6.7 The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters:

Extra-curricular activities

After School clubs

Extended Care (Breakfast and After School Club)

School publications  
Services for which the school is entitled to recover a fee, together with those fees  
Leaflets, booklets and newsletters

## 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:

***Chair of Governors Mr Eric Verheijden at Bell Farm Primary School (address above)***

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)**

Policy source: ICO's Model Publication Scheme v3 and Freedom of Information Act 2000, definition document for the governing bodies of maintained schools v1.2.

<b>Status of Policy</b>	<b>Date</b>
Policy authored by J Chave	June 2017
Policy reviewed	June 2017
Agreed by Staff	
Agreed by Governors (F and R Committee)	June 2017
Next Review (F & R)	(Every two years) June 2019