

WHITCHURCH PRIMARY SCHOOL
FREEDOM OF INFORMATION POLICY

1. Introduction

1.1 One of the aims of the Freedom of Information Act 2000, which came into force in January 2005, is that public authorities should be clear and proactive about the information they will make public.

2. Categories of information

2.1 Whitchurch-on-Thames Primary School has split the information that can be made public into categories of information known as 'classes' organised into three broad topic areas:

- **School Prospectus** – information published in the school prospectus.
- **School profile** – information published in Governing Body documents and information that relates to pupils/staff and the school curriculum.
- **School Policies** that relate to the school in general.

2.2 *School Prospectus.* The statutory contents of the school prospectus 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 Headteacher and Chair of Governors.
- The school policy on admissions.
- A statement of the school's ethos and values.
- 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.
- The destinations of school leavers at the end of Year 6.
- The arrangements for visits to the school by prospective parents
- The number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places.

2.3 *School profile.* These documents are held by the Clerk to the Governors and are accessible to interested and authorised parties through the Chair of Governors. The statutory contents of the school profile are as follows. Other items may be included in the school profile at the school's discretion.

- Details of the governing body membership, including name and address of Chair and Clerk.
- 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; 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.

2.3 *Policies.* A hard copy of all policy documents are kept in the school office and on the school learning platform. These documents are accessible through the Headteacher or Chair of Governors.

2.4 Other information related to the school is available on the school website.

3. How to request information:

3.1 If you require a paper version of any of the documents within the scheme, please contact the school by email or letter. Contact details are set out below.

Email: office.2208@whitchurch.oxon.sch.uk

Contact address: Whitchurch Primary School,
Eastfield Lane,
Whitchurch-on-Thames,
Reading,
Berkshire
RG8 7EJ

Website: www.whitchurch.oxon.sch.uk

3.2 The school is committed to providing documentation within the statutory period of 20 days. At the Headteacher/Chair of Governors discretion, the school may pass the request to Oxfordshire County Council.

4. Charges for information

4.1 Information published on our website is free.

4.2 The school reserves the right to levy a charge for fulfilling any requests for information. If your request means that we have to do any photocopying or printing, or pay a large postage charge, or is for a priced item, we will let

you know the cost before fulfilling your request. This will amount to 20p per page, plus up to £25 administration charge per request.

5. Monitoring and Review

5.1 This policy is monitored by the Governing Body and will be reviewed annually.

Status of this Policy: APPROVED

Date approved by Governing Body: 24 January 2011

Lead contributions from:

Staff: Dawn Chesters

Governors: Staffing Committee