



Amendments made since last review May 2018 - No changes during review February 2020 – Curriculum policy changed to Curriculum Statement	
Policy agreed / reviewed 16 <sup>th</sup> March 2021	Next review due Spring 2024
Signed on behalf of the Governing Body	Signed by headteacher

## Freedom of Information Act

***This is the publication scheme for Longton Lane Primary School.***

*Our full title and address for sending requests for any documents is:*

**Longton Lane Primary School  
Longton Lane  
Rainhill L35 8PB**

*The person responsible for maintenance of this scheme is: **the headteacher***

### **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 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**

The school aims to:

- give children an excellent start in education so that they have a better foundation for learning;
- enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work

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:

<i>School Prospectus:</i>	Information published in the school prospectus.
<i>Governors' Documents:</i>	Information published to the Governors from the Headteacher and in other Governing Body documents.
<i>Pupils and Curriculum:</i>	Information about policies that relate to pupils and the school curriculum.
<i>School Policies:</i>	Information about policies that relate to the school in general.

### **4. How to request Information**

You can request a copy of the information you want from the contact detailed below

If the information you're looking for isn't available via the scheme, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: **longtonlane@sthelens.org.uk**

Telephone: **01744678343**

Fax: **01744678349**

Contact Address: **see above (Please mark PUBLICATION SCHEME REQUEST)**

## 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.

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:

This section sets out information published in the school prospectus.

	Description
<b>School Prospectus</b>	A range of information about Longton Lane Primary School.

### Information relating to the Governing Body:

This section sets out information published in Governing Body documents.

	Description
<b>Instrument of Governance</b>	<ul style="list-style-type: none"> <li>The name and category of the school.</li> <li>The manner in which the Governing Body is constituted.</li> <li>The term of office of each category of Governor if less than 4 years.</li> <li>Details of any trust.</li> <li>If the school has a religious character, a description of the ethos.</li> <li>The date the Instrument takes effect.</li> </ul>
<b>Minutes<sup>1</sup> of Meeting of the GB and its Committees</b>	Minutes from Governors' Board and Committee meetings <i>[current and last full school year].</i>

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

### Pupils and Curriculum Policies:

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

	Description
<b>Home-School Agreement</b>	Written 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.
<b>Curriculum Statement</b>	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
<b>Sex and Relationship Education Policy</b>	Written 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 pupils with special educational needs

<b>Accessibility Plans</b>	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.
<b>Equality Scheme</b>	Statement of policy for promoting equality
<b>Assembly, Collective Worship and Reflection policy</b>	Statement of arrangements for the required daily act of collective worship.
<b>Child Protection and Safeguarding Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Behaviour Policy</b>	Written statement of general principles on behaviour and discipline including any anti-bullying policy as appropriate.

### School Policies:

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

	<b>Description</b>
<b>Published reports of Ofsted referring to the school</b>	Report of an inspection of the school and the summary of the report.
<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 of which charges are permitted, for example music tuition, trips.
<b>School Session Times and Dates</b>	Details of school session and dates of school terms and holidays.
<b>Health and Safety Policy and risk assessments</b>	Written 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>Staff Appraisal</b>	Statement of procedures adopted by the Governing Body relating to staff appraisal.
<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 school's policy on admissions (LA document)
<b>Curriculum Circulars and Statutory Instruments</b>	Any statutory instrument, departmental circulars and administrative memoranda sent by the Department of Education and Skills 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 need 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 Office of the Information Commissioner. 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 545 745**

**Email: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)**