



# Tibshelf Community School

## FREEDOM OF INFORMATION (DCC Policy)

POLICY STATUS	DATE	CHAIR OF COMMITTEE	MINUTE No
Initial Acceptance by P&P	11/01/12	Lynn Baldwick	PP/12/06f
Agreed by Full Governors	08/02/12	John Beckingham	PP/12/10c
1 <sup>ST</sup> Review by P&F	15/04/2015	Barrie Chittenden	P&F/15/19
Ratified by Full Governors	29/04/2015	Shaun Byrne	GB/15/22
Approved by PP+F	27/04/2016	Mick Allen	<b>PP+F/05/04.16</b>
Approved by PP+F	01/02/2017	Mick Allen	PP+F05/02/17
Approved by Resources	24 Jan 2018	Mark Ratcliffe	SC/01.18-05

Review Period: 1 Year



## **FREEDOM OF INFORMATION: Publication Scheme**

*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 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 either available for you on our websites to download and print off or 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:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child;
- Help every child develop 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:

- *School information* – information published about the school.
- *Governors’ Documents* – information published in governing body documents.
- *Students & Curriculum* – information about policies that relate to students 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 or letter. Contact details are set out below.

Email: [enquiries@tibshelf.derbyshire.sch.uk](mailto:enquiries@tibshelf.derbyshire.sch.uk)

Tel: **01773 872391**

Contact address: **Tibshelf Community School, Doe Hill Lane, Tibshelf, Alfreton, DE55 5LZ**

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 and isn't on our website, you can still contact the school to ask if we have it.

#### **5. The School's response**

This school will be required to provide the information within 20 working days of receipt of the request. However, in some cases this may not be possible and in these circumstances and exemption may apply.

#### **6. 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. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

#### **7. Classes of Information Currently Published**

**School Information** - The statutory contents of the school information 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 vision and aims
- 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 students with special educational needs: Number of students on roll and rates of students' 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

**Governors' information relating to the governing body** – this section sets out information in governing body documents.

The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report 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 students, staff and the premises
- Information about the implementation of the governing body's policy on students with special educational needs (SEN) and any changes to the policy during the last year
- A description of the arrangements for the admission of students treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the 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 students on roll and rates of students' 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

### **Instrument of Government**

- The name of the school
- The category of the school
- The name 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 anybody entitled to appoint any category of governor
- Details of any trust
- The date the instrument takes effect

### **Minutes of the meeting of the governing body and its committees**

Agreed non confidential minutes of meetings of the governing body and its committees (*current and last full academic school year*)

**Students & Curriculum Policies** – this section gives access to information about policies that relate to students and the school curriculum.

**School Policies and other information related to the school** – this section gives access to information about policies that relate to the school in general.

## **8. Feedback and Complaints**

### **Named Contact**

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 **Mrs L J Crowder, Business Director**.

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 545700**

**Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

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