



COLMERS FARM PRIMARY SCHOOL

FREEDOM OF INFORMATION SCHEME

AUTUMN 2018

REVIEW AUTUMN 2019

Policy adopted by FGB:

Signed Chair of Governors

Date

This is Colmers Farm Primary School Publication Scheme
Re: information available under the Freedom of Information Act 2000

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 website to download and print off or available in paper form from the school office.

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:

1. To help the children to develop lively enquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical skills.
2. To help children use language and number effectively.
3. To help children acquire understanding, knowledge and skills relevant to the world in which they live.
4. To encourage a respect for others and an understanding of and a tolerance towards the various races, religions and cultures present in our society.
5. Begin to understand aesthetic experiences and be able to communicate his/her feelings through conversation and art forms.
6. To deliver the requirements of the National Curriculum. We aim for high standards.
7. To have a commitment to an inclusive school.
8. To involve the school governors in the life and governance of the school.
9. To encourage parents to take an active interest in the life of the school.

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 – information published in the Governors Annual Report and in other governing body documents.

Pupils & 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 **or you can visit our website at www.colmersfarm.bham.sch.uk**

Email: enquiry@colmersfarm.bham.sch.uk

Tel: **0121 464 3234**

Fax: **0121 464 1972**

Contact Address: **Colmers Farm Primary School, Leybrook Road, Belton Grove, Rednal, Birmingham. B45 9PB**

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. 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 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none">• 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 Government	<ul style="list-style-type: none">• 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 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• The date the instrument takes effect
Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home – school 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

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

Sex and Relationship 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
Accessibility Plans	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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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
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 instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

**** Information available on our website**

Our website is at www.colmersfarm.bham.sch.uk

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 **HEADTEACHER, Colmers Farm Primary School, Leybrook Road, Belton Grove, Rednal, Birmingham. B45 9PB**

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.

Website : www.informationcommissioner.gov.uk

APPENDIX A
Colmers Farm Primary School
Freedom of Information Publication Scheme
Further documents held by the school

Name of Document	Description
OFF SITE VISITS POLICY	Policy that establishes procedures for ensuring safe off-site visits
MEDICINES IN SCHOOLS	Outlines school procedures in managing medicines in schools
TEACHING AND LEARNING POLICY	Presents school's agreed procedures in teaching and learning
ATTENDANCE POLICY	Outlines practices to ensure good attendance in school
SCHOOL IMPROVEMENT PLANS	Provides information on what the school is seeking to improve
PROMOTING POSITIVE ATTITUDE POLICY	Behaviour and discipline procedures
ANTI BULLYING POLICY	Gives clear guidelines on anti-bullying procedures
CHILD PROTECTION POLICY	How school operates allegations concerning child protection- outside and in side school
CHARGING AND REMISSIONS POLICY	Charging procedures for families
SAFEGUARDING CHILDREN POLICY	Policy statement on ensuring that all those in contact with young children are safe to do so
MONITORING POLICY	Indicates mechanism for ensuring quality control procedures in school
ADMISSIONS POLICY	Procedures on how children are admitted to school roll
ALLERGIC REACTION POLICY	Procedures for supporting children with allergic reactions
ASTHMA POLICY	Procedures for supporting children with asthma
E-SAFETY POLICY	Provides information on how school protects learners and staff from adverse effects of internet and email intrusion
COLLECTIVE WORSHIP POLICY	Procedures for collective worship in school
ACCEPTABLE USE OF INTERNET POLICY	How the internet is to be used by all persons on school site
GENDER EQUALITY SCHEME	How school promotes and ensures gender equality
DISABILITY ACCESSIBILITY SCHEME	How school promotes and ensures equality and access for disabled persons
RACIAL EQUALITY SCHEME	How school promotes and ensures racial equality
HEALTH AND SAFETY POLICIES	Various policies ensuring good health and safety practices

RACIAL HARRASSMENT POLICY	How school promotes and ensures racial equality
SCHOOL LETTINGS POLICY	Charging and procedures for letting of school premises
CURRICULUM POLICY	Overview of the teaching and learning in school
SEX AND RELATIONSHIPS POLICY	How this area is taught and learnt in school
COMPLAINTS PROCEDURES	Procedures to follow in any dispute that a person has about the operation and conduct of the school

APPENDIX B – INFORMATION AVAILABLE, LOCATION AND CHARGES

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	From current School Prospectus: School Office www.colmersfarm.bham.sch.uk	£5.00 FREE
Who's who on the governing body and the basis of their appointment	From current School Prospectus: School Office www.colmersfarm.bham.sch.uk	£5.00 FREE
Instrument of Government	From School Office	£5.00
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	From current School Prospectus: School Office www.colmersfarm.bham.sch.uk	£5.00 FREE
School prospectus	School Office www.colmersfarm.bham.sch.uk	£10.00 FREE
School Profile	School Office www.schoolsfinder.direct.gov.uk	£5.00 FREE
Staffing structure	From School Office	£5.00
School session times and term dates	From current School Prospectus: School Office	£5.00

	www.colmersfarm.bham.sch.uk	FREE
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual budget plan and financial statements	School Office	£5.00
Capitalised funding	School Office	£5.00
Additional funding	School Office	£5.00
Procurement and projects	School Office	£5.00
Pay policy	School Office	£10.00
Staffing and grading structure	School Office	£5.00
Governors' allowances	School Office	£5.00
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	All documents from School Office and via School Website www.colmersfarm.bham.sch.uk and direct from www.schoolsfinder.direct.gov.uk www.ofsted.gov.uk	£10.00 FREE FREE FREE
Performance management policy and procedures adopted by the governing body.	School Office	£5.00
Schools future plans	School Office	£5.00
Every Child Matters – policies and procedures	School Office	£5.00
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	School Office	£5.00
Agendas of meetings of the governing body and (if held) its sub-committees	School Office	£10.00 per document

Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meetings.	School Office	£10.00 per document
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	School Office www.colmersfarm.bham.sch.uk	£5.00 FREE
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	School Office www.colmersfarm.bham.sch.uk	£5.00 FREE
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	School Office www.colmersfarm.bham.sch.uk	£5.00 FREE
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information	School Office www.colmersfarm.bham.sch.uk	£5.00 FREE

<p>routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>		
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	School Office	£10.00
Disclosure logs	School Office	£10.00
Asset register	School Office	£10.00
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School Office	£10.00
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School Office www.colmersfarm.bham.sch.uk	£2.00 FREE
Out of school clubs	School Office www.colmersfarm.bham.sch.uk	£5.00 FREE
School publications	School Office www.colmersfarm.bham.sch.uk	£5.00 FREE
Services for which the school is entitled to recover a fee, together with those fees	School Office www.colmersfarm.bham.sch.uk	£5.00 FREE
Leaflets books and newsletters	School Office www.colmersfarm.bham.sch.uk	£5.00 FREE

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Contact details:
COLMERS FARM PRIMARY SCHOOL
LEYBROOK ROAD,
BELTON GROVE,
REDNAL,
BIRMINGHAM.
B45 9PB

TEL: 0121 464 3234
FAX: 0121 464 1972
EMAIL: enquiry@colmersfarm.bham.sch.uk
Web: www.colmersfarm.bham.sch.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 50p per sheet (colour)	Actual cost
	Postage	Depending on total mass of document and type of postage required
	DOCUMENTS LESS THAN 10 PAGES ALREADY AVAILABLE	£1.00
	DOCUMENTS GREATER THAN 10 PAGES ALREADY AVAILABLE	£5.00
	DOCUMENTS REQUIRING COLLATING	£20.00