



Woolmore
Primary School

Freedom of Information Policy

Implemented: September 2014
Review date: September 2015

This is the Woolmore PRIMARY SCHOOL Publication Scheme on 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 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,
- Provide good teaching, so that the children can achieve their best.
- Enable our children to know that they are part of a bigger community, and to respect different beliefs, and different ways of life.
- Enable parents and others in the community, to be involved in the school and to celebrate the school's successes.
- Enable our children to be enthusiastic learners and develop their own interests and strengths.
- Enable children to learn about their local area and city, and to care for their environment.
- Enable our children to do well in school and achieve results above national averages.

and 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.

Email: admin@woolmore.towerhamlets.sch.uk
Telephone: 020 7987 2778
Fax: 020 7537 1563
Contact Address: School Administrator, Woolmore Primary School,
Woolmore Street, London, E14 0EW

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, 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

The majority of information at Woolmore is on the school website:

www.woolmore.towerhamlets.sch.uk

School Website– this section sets out information published on the school website

Class	Description
School Website	<p>The statutory contents of the school website are as follows, (other items may be included at the school's discretion) (DfE September 2014)</p> <p>https://www.gov.uk/what-maintained-schools-must-publish-online</p> <p>School contact details Your school's website must include the following contact information:</p> <ul style="list-style-type: none"> • your school's name • your school's postal address • your school's telephone number • the name of the member of staff who deals with queries from parents and other members of the public <p>Admission arrangements You must do one of the following:</p> <ul style="list-style-type: none"> • publish your school's admission arrangements, explaining how you will consider applications for every age group, including: • arrangements you have in place for selecting the pupils who apply • your oversubscription criteria (how you offer places if there are more applicants than places) • an explanation of the process parents need to follow if they want to apply for their child to attend your school • publish details of how parents can find out about your school's admission arrangements through your local authority <p>Ofsted reports You must do one of the following:</p> <ul style="list-style-type: none"> • publish a copy of your school's most recent Ofsted report • publish a link to the webpage where users can find your school's most recent Ofsted report <p>Exam and assessment results Key stage 2 (KS2) results You must publish the following details from your school's most recent KS2 results:</p> <ul style="list-style-type: none"> • percentage of pupils who achieved level 4 or above in reading, writing and maths • percentage of pupils who have improved by 2 or more levels in reading, writing and maths between key stage 1 (KS1) and KS2 • percentage of pupils who achieved level 5 or above in reading and writing • percentage of pupils who achieved level 5 or above in maths <p>Performance tables You must include a link to the DfE school performance tables website.</p> <p>Curriculum You must publish the following information about your school's curriculum:</p> <ul style="list-style-type: none"> • the content of the curriculum your school follows in each academic year

for every subject

- the names of any phonics or reading schemes you are using in KS1
- how parents or other members of the public can find out more about the curriculum your school is following

Behaviour policy

You should publish details of your school's behaviour policy.

The policy must comply with [section 89 of the Education and Inspections Act 2006](#) [Advice on developing and publishing your school's behaviour policy](#)

Pupil premium

You must publish details of how your school spends its [pupil premium funding](#) and the effect this has had on the attainment of the pupils who attract the funding.

You must include the following:

- your pupil premium allocation for the current academic year
- details of how you intend to spend your allocation
- details of how you spent your previous academic year's allocation
- how it made a difference to the attainment of disadvantaged pupils

The funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents and the general public understand the school year.

As allocations will not be known for the latter part of the academic year (April to July), you should report on the funding up to the end of the financial year and update it when you have all the figures.

PE and sport premium for primary schools

If your school receives [PE and sport premium funding](#), you must publish details of how your school spends this funding and the effect it has had on pupils' PE and sport participation and attainment.

You must include the following:

- your PE and sport premium allocation for the current academic year
- details of how you intend to spend your allocation
- details of how you spent your previous academic year's allocation
- how it made a difference to the PE and sport participation and attainment of the pupils who attract the funding

Special educational needs (SEN) report

If your school is a maintained school, then your governing body must publish a report on the school's policy for pupils with SEN.

The report must comply with:

- [section 69\(2\) of the Children and Families Act 2014](#)
- [regulation 51](#) and [schedule 1 of the Special Educational Needs and Disability Regulations 2014](#)

The report must include details of:

- your school's admission arrangements for pupils with SEN or disabilities
- the steps you have taken to prevent pupils with SEN from being treated less favourably than other pupils
- access facilities for pupils with SEN
- the accessibility plan your governing body has written in compliance with

	<p style="text-align: center;">paragraph 3 of schedule 10 to the Equality Act 2010</p> <p>Charging and remissions policies You must publish your school's charging and remissions policies. The policies must include details of:</p> <ul style="list-style-type: none"> • the activities or cases for which your school will charge pupils' parents • the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy <p>Values and ethos Your website should include a statement of your school's ethos and values.</p> <p>Requests for copies If a parent requests a paper copy of the information on your school's website, you must provide this free of charge.</p>
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Governors' Annual Report and other information relating to the governing body– this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
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 anybody 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
Minutes ¹ 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
Sex Education Policy	Statement of policy with regard to sex and relationship education

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

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
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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 Headteacher, Ms Tracy Argent c/o Woolmore Primary School, Woolmore Street, London, E14 0EW

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

**WOOLMORE PRIMARY SCHOOL
Freedom of Information Publication Scheme
Annex A – Further documents held by the school**

Name of Document	Description
Assessment Policy	Statement on the principles and practice of assessment of the National Curriculum
Attendance	Statement on the principles and practice of monitoring and raising pupil attendance
Classroom Organisation Policy	Guidance on classroom organisation
Drugs Education	Statement on the principles and practice of drugs education
EAL Policy	Statement on the principles and practice of EAL education
English Policy	Statement on the principles and practice of the teaching of English
Handwriting policy	Statement on the principles and practice of the teaching of handwriting
Homework	Statement on the principles and practice of pupils homework
ICT Policy	Statement on the principles and practice of the use of ICT throughout the school and the teaching of ICT as a discrete subject
Internet Acceptable Use Policy	Guidance, agreement and the principles regarding the use of the internet in school
Marking Policy	Statement on the principles and practice of marking pupil's work
Pay Policy	Guidance and on the principles and practice of staff pay awards
PE Policy	Statement on the principles and practice of the teaching of PE
PSHE Policy	Statement on the principles and practice of the teaching of PSHE
Science Policy	Statement on the principles and practice of the teaching of Science
Staff Handbook	Guidance on the day to day running of the school.

Date approved by governors	
Chair's signature	
Date of next Review	September 2015