

## YESOIDAY HATORAH GIRLS' ACADEMY

### FREEDOM OF INFORMATION POLICY

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<b>Approved by:</b>	Governing Body	
<b>Last reviewed on:</b>	19 <sup>th</sup> May 2025	
<b>Next review due by:</b>	May 2027	

### Publication Scheme on information available under the Freedom of Information Act 2000

**The Governing Body is responsible for maintenance of this scheme.**

#### Introduction: What A Publication Scheme Is And Why It Has Been Developed?

One of the aims of the Freedom of Information Act 2000 (referred to as FOIA in the rest of this document) is that public authorities, including all schools, should be clear and proactive about the information they will make public.

To do this we have produced 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 from the School Office. Some information may be available from our website. Some information, which we hold may not be made public, for example personal information.

Our publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

#### Aims and Objectives

Our school aims to:

- To create and maintain a learning environment in which each individual has the opportunity to fulfil their potential;
- To encourage the pursuit of excellence, both academically and in all other areas to reflect the "Every Child Matters" agenda;
- To provide opportunities for spiritual, moral, cultural, personal and social development of pupils including citizenship;

- To encourage pupils to become life-long learners who are self-motivated, courteous and thoughtful individuals who value themselves, others and the environment;

To achieve these aims we:

- provide a happy school environment in which children gain confidence as individuals, able to take pride in their own ability and take responsibility for their own actions,
- develop good habits and attitudes to work and a life long respect for learning.
- develop high standards of literacy and numeracy.
- involve children in the aesthetic pleasure of art, music, poetry, prose, drama and movement.
- provide an environment where understanding, knowledge and respect of people of different cultural backgrounds can be encouraged.
- have high expectations of all school members using their abilities.
- meet the needs of learners of all abilities, within the framework of the National Curriculum and its subject areas.

and this publication scheme is a means of showing how we are pursuing these objectives.

## **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 School Profile and in other governing body documents.
Pupils and 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

## **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.

## **Paying For Information**

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not 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.

## Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<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"> <li>• The name, address and telephone number of the school and the type of school;</li> <li>• The names of the Head teacher and Chair of Governors;</li> <li>• Information on the school policy on admissions;</li> <li>• A statement of the school's ethos and values;</li> <li>• 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</li> <li>• Information about the school's policy on providing for pupils with Special Educational Needs;</li> <li>• Number of pupils on roll and information on pupils' authorised and unauthorised absences;</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li> </ul>

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

## Other Information Relating To the Governing Body

This section sets our information published in other governing body documents.

Class	Description
<b>Other information provided by school</b>	<ul style="list-style-type: none"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a description of the school's arrangements for security of pupils,</li> </ul>

	<p>staff and the premises</p> <ul style="list-style-type: none"> <li>information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and Pupil Premium Report</li> <li>a description of our Disability Equality Policy and our Accessibility Plan.</li> <li>The number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> </ul>
<b>Articles of Association and Memorandum</b>	<ul style="list-style-type: none"> <li>The name of the school</li> <li>The category of the school</li> <li>The name of the governing body</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 four years</li> <li>The name of any body entitled to appoint any category of governor</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>

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

## 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
Curriculum Policy	Statement of the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
RSE Policy	Statement of policy with regard to relationship education

Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Disability/Accessibility Plans	Plan for increasing participation of disabled learners in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled learners
Equal Opportunities	Statement of policy for promoting equality
Collective Worship	Statement for arrangements for the required daily act of collective worship
Child Protection Policy	The school's policy statement for safeguarding and promoting the welfare of pupils at the school reflects the guidelines set out in the Area Child Protection Committee Code of Practice
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
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 for 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

## **Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme.

If you want to make a comment 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 at the School.

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 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 / 08456 30 60 60  
Fax: 01625 524510  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)