

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR FREEDOM OF INFORMATION



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**REVIEW OF POLICY**

This policy is reviewed annually.

Headteacher .....

Date .....

Chair of Governors .....

Date .....

**Portfield School Mission Statement**

Working together    Learning together    Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

**UNCRC United Nations Convention on the Rights of the Child**

- Portfield School places the values and principles of the UNCRC at the heart of all policies and practices
- Portfield School is a Rights Respecting School

## FREEDOM OF INFORMATION PUBLICATION SCHEME

This is Portfield School's Publication Scheme

Our full title and address is:- Portfield School  
Portfield  
Haverfordwest  
Pembrokeshire  
SA61 1BS

Tel: 01437 762701

Fax: 01437 769158

E-mail [admin.portfield@pembrokeshire.gov.uk](mailto:admin.portfield@pembrokeshire.gov.uk)

The person responsible for the 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 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 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. 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 5 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 and Curriculum - information about policies that relate to pupils and the school curriculum.**
- **School Policies - information about policies that relate to the school in general.**

### **3. How to request information**

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

If the information you are looking for is not available via the scheme you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST"**

### **4. Paying for Information**

Single copies of information covered by this publication scheme are provided free unless stated otherwise. 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 for a particular item this is indicated in the boxes in Section 5 by a £ sign following the description of the item.

### **5. Classes of information Currently Published**

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

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included 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 headteacher and chair of governors.</li> <li>• Information about 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> </ul>

	<ul style="list-style-type: none"> <li>• Information about the school's policy on providing for pupils with special educational needs.</li> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences.</li> <li>• National Curriculum assessment results for appropriate Key Stages.</li> <li>• Use of the Welsh Language</li> <li>• The destinations of school leavers</li> </ul>
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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.

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> <li>• Details of the governing body membership, including name and address of chair and clerk</li> <li>• A statement on progress in implementing the action plan drawn up following an inspection</li> <li>• A financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• Information about school security</li> <li>• How teachers' professional development impacts on teaching and learning</li> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages.</li> <li>• The school's targets for Key Stage 2 / Key Stage 3 assessments</li> <li>• The destinations of school leavers</li> </ul>
<b>Instrument of Government</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 name of any person 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 of the school</li> <li>• The date the instrument takes effect</li> </ul>

<b>Minutes of meeting of the Governing Body and its committees</b>	Minutes from governors board and committee meetings
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**Pupils and Curriculum Policies** - this section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<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 Policy</b>	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school
<b>Sex Education</b>	Written statement of policy with regard to sex education
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship
<b>Pupil Discipline</b>	Written statement of general principles on behaviour and discipline including any anti-bullying policy as appropriate
<b>Careers Education</b>	Statement of the programmes of careers education provided for Key Stage 4

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

<b>Class</b>	<b>Description</b>
<b>Reports of Estyn School Inspections under Sections 10 and 23 of the School Inspections Act 1996</b>	Report of an inspection of the school and the summary of the report
<b>Post Inspection Action Plan</b>	A plan setting out the actions required following an Estyn inspection
<b>Charging and Remissions policy</b>	A statement of the school's policy with respect to the 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</b>	Details of school sessions and dates of school terms and holidays
<b>Special Education Needs</b>	Information about the school's policy on providing for pupils with special educational needs

<b>Strategic Equality &amp; Accessibility Plans</b>	Written plan of improvements to access for pupils with disabilities (from April 2004)
<b>Health and Safety Policy</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>Child Protection Policy</b>	Statement of general principles on Child Protection arrangements (from March 2004)
<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

## 6. 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 Mrs Ladan Harper, Headteacher.

If you are not satisfied with the assistance that you get or if we have not been about to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the information Commissioners 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 545 745

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