

FREEDOM OF INFORMATION

This policy has been reviewed on 6th April 2017 and has been impact assessed in the light of all other school policies and the Equality Act 2010.

Review Date	Changes Required	Name & Position
17/10/18	Addition of SAR template	Rebecca Dallman - SBM

Children & Younger Adults Department
Chatsworth Hall
Chesterfield Road
Matlock
Derbyshire
DE4 3FW

Telephone: 01629 536525
Fax: 01629 536435

CAYA ISSUE 1
Date: December 2011

Alfreton Park School Publication Scheme on Information Available under the
Freedom of Information Act 2000

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,

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 Brochure – information published in the school brochure
- Governors' Documents – information published in the 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 the school in general.

4. How to request information

If you require a paper or electronic version of any of the documents within the scheme, please contact the school by telephone, e-mail or letter. Contact details are set out below:

E-mail: info@alfretonpark.derbyshire.sch.uk
 Tel: 01773 832019
 Fax: 01773 833227
 Address: Alfreton Park Community Special School
 Wingfield Road
 Alfreton
 Derbyshire
 DE55 7AL
 Website: alfretonpark@derbyshire.gov.uk

To help us process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST' (in CAPITALS please).

5. Paying for information

Information published on our website is free, although you may incur costs from you internet service provider. If you do not have internet access, you can access our website using a local library or an internet cafe.

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 Brochure – this section sets out information published in the school brochure

CLASS	DESCRIPTION
School Brochure	<p>The statutory contents of the school brochure are as follow, (other items may be included in the brochure 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 Headteacher 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' rights 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 destinations of school leavers

	<ul style="list-style-type: none"> the arrangements for visits to the school by prospective parents
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Information relating to the Governing Body – this section sets out information published in the 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 of the meetings of the governing Body	<p>http://www.alfretonpark.derbyshire.sch.uk/governor-information/ Agreed minutes of meetings of the Governing Body and its committees (current and last full academic school year)</p> <p>(Some information may be confidential or otherwise exempt from the publication by law – we cannot therefore publish this).</p>

Pupils and Curriculum Policies – this section gives access to information about policies that relate to pupils and the school curriculum

<http://www.alfretonpark.derbyshire.sch.uk/curriculum-teaching-and-assessment/>
<http://www.alfretonpark.derbyshire.sch.uk/policies/>

CLASS	DESCRIPTION
Curriculum Policy	Statement on following the policy for 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
Special Education Needs Policy	Information about the school's policy on providing for pupils with Special Educational Needs.
Accessibility Plan	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
Equality Policy	This policy covers race, disability and gender and sets out the school's overall approach to promoting equality, diversity and community cohesion. It should be read in conjunction with the school's Accessibility Plan and Disability Equality Scheme.
Child Protection Policy	Statement of policy for safeguarding and promoting the welfare of pupils at the school

Pupils Behaviour Support Policy	Statement of general principles on behaviour and discipline and of measure taken by the Headteacher to prevent bullying
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School policies and other information related to the school – this section gives access to information about policies that relate to the school in general:

<http://www.alfretonpark.derbyshire.sch.uk/policies/>

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 http://www.alfretonpark.derbyshire.sch.uk/ofsted/
Charges and Remissions Policy	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 http://www.alfretonpark.derbyshire.sch.uk/ofsted/
School Session Times and Risk Assessment	Details of school session and dates of school terms and holidays http://www.alfretonpark.derbyshire.sch.uk/term-dates/
Health & Safety Policy and Risk Assessment	Statement of general policy with respect to H & S 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 http://www.alfretonpark.derbyshire.sch.uk/policies/
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the Headteacher or Governing Body on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance Policy	Statement of procedure for regulating conduct and discipline of school staff and procedure http://www.alfretonpark.derbyshire.sch.uk/policies/
Curriculum Circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher 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 School Vision http://www.alfretonpark.derbyshire.sch.uk/our-vision/ School Development Plan http://www.alfretonpark.derbyshire.sch.uk/school-improvement-planning/

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

If you are not satisfied with the assistance 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

E-mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

Re: subject access request

Dear DPO

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

Name	
Relationship with the school	<p>Please select:</p> <p>Pupil / parent / employee / governor / volunteer</p> <p>Other (please specify):</p>
Correspondence address	
Contact number	
Email address	
Details of the information requested	<p>Please provide me with:</p> <p><i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i></p> <ul style="list-style-type: none"> • <i>Your personnel file</i> • <i>Your child's medical records</i> • <i>Your child's behavior record, held by [insert class teacher]</i> • <i>Emails between 'A' and 'B' between [date]</i>

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, you must supply me with the information within 1 month.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Yours sincerely