

## Freedom of Information Policy ('Publication Scheme')

**Policy approved: November 2009**

**Next Review: November 2013**

### **1. Introduction: what a publication scheme is and why it has been developed**

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 for a modest cost.

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 Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published 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 access and request information**

The website is the first port-of-call for information. Should documents not be available there, and 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@jcross.barnet.sch.uk](mailto:admin@jcross.barnet.sch.uk)

Tel: 020 8922 2120

Fax: 08719182214

Contact Address: JCoSS, PO Box 63333, London NW4 9GQ

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**

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 for the printing of a single policy, 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
<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 rates of pupils’ authorised and unauthorised absences</li> <li>• when available, National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• when available, GCSE/GNVQ results in the school, locally and nationally</li> <li>• when available a summary of GCE A/AS level results in the school and nationally</li> <li>• when available, the number of pupils studying for and percentage achieving other vocational qualifications</li> <li>• when available, the destinations of school leavers<sup>1</sup></li> <li>• the arrangements for visits to the school by prospective parents</li> <li>• the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places</li> </ul>

**Other information relating to the governing body**– this section sets out information in governing body documents.

Class	Description
<b>Instrument of Government</b>  £	<ul style="list-style-type: none"> <li>• The name and 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 4 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>
<b>Minutes<sup>2</sup> of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]</p>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot publish this.

<sup>2</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot publish this.

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

<b>Class</b>	<b>Description</b>
Anti-Bullying	Policy and guidelines for dealing with bullying and bullies.
Assessment	A guide to the various assessment practices in the school.
Attendance	Policy on promoting good attendance and dealing with issues of concern.
Behaviour	Policy concerning the promotion of good behaviour and the school's rewards and sanctions.
Careers Education	Statement of the programmes of careers education provided.
Child Protection	Statement of policy for safeguarding and promoting welfare of pupils at the school.
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.
Drugs Awareness	Policy explaining the guidelines for education about drugs.
Equal Opportunities	Statement of policy for promoting equality for all and monitoring outcomes.
PSHCE Policy	Statement of policy with regard to personal, social, health and citizenship education.
Healthy Eating	Statement of the School's healthy eating strategies and policies.
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. This is available in your child's Homework Diary.
Homework	Statement of policy regarding the completion, setting and marking of homework.
ICT and use of Internet	Policy explaining the expectations of students in using ICT.
Literacy	Cross-curricular statement on the use and promotion of literacy.
Numeracy	Cross-curricular statement on the use and promotion of numeracy.
Race Equality Policy	Statement of policy for promoting race equality.
Sex Education	Statement of policy with regard to sex and relationship education.
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs.

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

<b>Class</b>	<b>Description</b>
Charging for School Activities	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.
Complaints procedure	Statement of procedures for dealing with complaints.
Discipline and Grievance	Policy for staff with grievances or undergoing disciplinary procedures.
Expeditions	Policy for staff, students and parents involved in school journeys and expeditions.
Financial Regulation and Planning	Policy regarding the management of the school's finances and its accounts.

Library	Statement concerning all aspects of the Library.
Health and Safety Policy	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.
Infectious Diseases	In the event of a local, national or school-specific outbreak of an infectious disease.
Pastoral Care	Policy explaining the provision of pastoral care to all of our community.
Pay	Staff policy of pay and conditions.
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.
School session times and term dates	Details of school session and dates of school terms and holidays
MER Policy	School evaluation and planning policy.
Performance Development (teaching and support staff)	Statement of procedures adopted by the governing body relating to the performance management of staff.
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.
Use of Force to Control or Restrain Pupils	Policy explaining procedures and guidelines for the use of force.
Whistleblowing	Policy explaining the procedures to follow when informing authorities of an in-school misdemeanour / fraud /crime.

## 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 Mr Stowe-Lindner, Headteacher.

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

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)