



Clifford Holroyde Specialist SEN College

Freedom of Information Policy

Statutory Duties

- 1 The Freedom of Information Act 2000 applies to the governing bodies of schools
- 2 Schools are required to:
 - (a) Make information available proactively through a Publication Scheme
 - (b) From January 2005 to deal with specific requests for information

The right to request information

- 1 From January 2005 the public have the right to request any information held by a public authority, ie the school, which has not already been made available through the Publication Scheme
 - a) Requests must be made in writing
 - b) The school will respond within 20 days
 - c) The school may charge a fee for providing information
 - d) The school will not be required to release information to which an exemption in the Act legitimately applies
 - e) The school will explain to the applicant why the information may not be released and may have to justify the decision to the Information Commissioner
- 2 A link for general guidance on exemptions is given below
- 3 The school will review this policy in the light of future guidance from the Information Commissioner

A checklist for Action on receipt of a request for information can be found at:

<http://publications.teachernet.gov.uk/eorderingdownload/FOIchecklist.doc>

Guidelines on record management can be found at:

<http://publications.teachernet.gov.uk/eorderingdownload/FOIRecord.doc>

Guidance on exemptions and other aspects of the Freedom of Information Act can be found at:

<http://www.informationcommissioner.gov.uk/>

Publication Scheme

This is Clifford Holroyde School's Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for the 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 either available for you on our website to download and print off or available in paper form. Some information which we hold may not be made public, for example personal information. This publication scheme confirms 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.

Our values –

We are committed to:

- Building a community where there is mutual respect and each individual is valued
- Recognise and respect religious and cultural diversity
- Respect freedom to express beliefs and values
- Securing a safe environment for the school community

Our staff

We are committed to:

- Developing the quality of teaching and learning as our central task
- Provide a well resourced educational environment
- Support staff in innovating new and more effective practices and take pride in our achievements
- Promote staff welfare

Our partnerships

We are committed to:

- Building a strong partnership with parents in support of their children's learning journey
- Forging links with other schools and colleges to enrich educational opportunities for our students
- Working with local businesses and organisations to develop pathways to employment

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 in four broad topic areas:

School Prospectus	information published in the school Prospectus
Governors' Documents	information published in governing body documents
Pupils & Curriculum	information about policies that relate to pupils and the school
Schools 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 or you can visit our website at <http://www.clifford-holroyde.co.uk>

e-mail clifford-ao@cliffordholroyde.liverpool.sch.uk

Tel: 0151 228 9500

Fax: 0151 228 9318

Contact Address: Clifford Holroyde Specialist SEN College, Thingwall Lane, Knotty Ash, Liverpool, L14 7NX

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in **CAPITALS please**). If the information you are looking for is not available via the scheme and is not on our website, 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 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 with 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:

- The name, address and telephone number of the school and type of school
- The names of the headteacher and chair of governors
- Information on the school policy on admissions
- a statement on the school's ethos and values
- number of pupils on roll
- GCSE results via school website

Governing Body Information – this section sets out information published in governing body documents:

- 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 any body entitled to appoint any category of governor
- Details of any trust
- If the school as a religious character, a description of the ethos
- The date the instrument takes place

- Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

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

Home – school Agreement	Statement of the school’s aims and values, the schools responsibilities, the parent 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
Sexual Health Policy	State of policy with regard to sex and relationship education
SEN Policy	Information about the school’s policy on providing for pupils with special educational needs
Race equality Policy	Statement of policy for promoting race equality
AEP Policy	Statement of the programmes of Alternative Education and Careers education provided for KS 4
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Anti Bullying Policy	Statement of general principles on behaviour and discipline and of measures taken 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

Ofsted Reports	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 Acton plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspect of religious education where the school is designated as having a religious character
Charing 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.
Schools terms/ Holidays	Details of school terms and holiday dates
Health and Safety 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	Statement of procedures for dealing with complaints

Policy
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 DFE to the head teacher or governing body relating to the curriculum

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 Clifford Holroyde Specialist SEN College, Thingwall Lane, Liverpool, L14 7NX.

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

Enquiry/Information Line
Website

T: 0303 123 1113 F: 01625 524510
www.ico.org.uk

Signed: **Chairperson of the governing body**

Date:

Signed: **Headteacher**

Date:

Review Date: Autumn 2018