



Freedom of Information Publication Scheme

**Updated: March 2023
To be reviewed: March 2025
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**Farndon Primary School
Churton Road
Farndon
Chester
CH3 6QP**

This is Farndon Primary School Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for 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 intent 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. A nominal charge will be incurred for photocopying.

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.

This Publication Scheme is a means of showing how we are pursuing these aims.

3 Dealing with requests

Farndon Primary School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, Farndon Primary school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Farndon Primary School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as “nonabsolute”) exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450). School

recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

4 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 a later section of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Handbook – information published in the school handbook.
- 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 curriculum.
- School Policies and other information related to the school – information about policies that relate to the school in general.

5 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. Contact details are set out below (or you can visit our website at www.farndon.cheshire.sch.uk)

Email: admin@farndon.cheshire.sch.uk

Tel: 01244 981280

Contact Address:

Farndon Primary School
Churton Road
Chester
Cheshire
CH3 6QP

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 and isn't on our website, you can still contact the school to ask if we have it.

6 Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't 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 a section below. 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.

7 Classes of Information Currently Published

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

School Prospectus

- The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):
- The name, address and telephone number of the school, and the type of school
- The name of the head teacher 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' right 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
- Details of the governing body membership
- The name, address and telephone number of the school, and the type of school
- An overview of teaching, curriculum provision, community links and facilities
- A statement of the school's ethos and values

Information relating to the governing body

- Name and category of the school
- The Governing Body's constitution
- The term of office of each category of Governor
- The date the instrument takes effect

Governors Strategic Planning Documents

- School Development Plan and Self Evaluation
- Agreed minutes of meetings of the governing body and its committees (Current and last academic year)

Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

- Home-school agreement: a 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
- Teaching and Learning Policy: a statement on how the school organises teaching and learning in order to deliver the curriculum
- Sex Education Policy: a statement of policy with regard to sex and relationship education
- Special Education Needs and Inclusion Policy: information about the school's policy on providing for pupils with special educational needs
- Accessibility Plan: a 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.

- Race Equality Policy: a statement of policy for promoting race equality
- Child Protection Policy: a statement of policy for safeguarding and promoting welfare of pupils at the school.
- Behaviour Policy: a 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.

- Published reports of Ofsted referring expressly to the school
- Post-Ofsted inspection action plan
- Charging for Activities 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
- School session times and term dates
- Health and Safety Policy
- Admissions Policy: in line with statutory and LA requirements
- Complaints procedure
- Performance Management of Staff
- Staff Code of Conduct: a statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
- School Staffing structure
- Freedom of Information Policy
- Critical Incident Plan: other than personal details

8 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 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.

Appendix 1 – List of information published on our website.

Newletters: available through the school website

PTA minutes: available through the school website along with key information

9 Paying for Information

If your request means 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.

Confirmation the *Freedom of Information Publication Policy* in respect of Farndon Primary School has been discussed and adopted by the Governing Body

Signed by:

Chair of Governors: Lindsey Lancelotte

Date: 25/03/23

Headteacher: A Walker

Date: 25/03/23

Agreed at the Meeting of the Governing Body on:

Leadership and Management Spring

To be reviewed: March 2025

Appendix 1: Website Compliance

As a school, we follow the guidelines set by the DFE as to what information must be published on the school website.

School contact details

The school's website includes the following contact information:

- School's name
- School's postal address
- School's telephone number
- The name of the school Bursar

Admission arrangements:

- We publish our school's admission arrangements, explaining how we will consider applications for every age group, including:
 - arrangements we have in place for selecting the pupils who apply
 - our oversubscription criteria (how we offer places if there are more applicants than places)
 - an explanation of the process parents need to follow if they want to apply for their child to attend the school
- We publish details of how parents can find out about our school's admission arrangements through our local authority – Cheshire West and Chester.

Ofsted reports

- We provide a link to the most recent Ofsted report.

Exam and assessment results

Key stage 2 (KS2) results

- percentage of pupils who achieved level 4 or above in reading, writing and maths
- percentage of pupils who have improved by 2 or more levels in reading, writing and maths between key stage 1 (KS1) and KS2
- percentage of pupils who achieved level 5 or above in reading and writing
- percentage of pupils who achieved level 5 or above in maths

Performance tables

Under the Our School tab, parents can find a link to the [DfE school performance tables website](#).

Curriculum

We publish the following information about our school's curriculum:

- the content of the curriculum we follow in each academic year for every subject
- the names of any phonics or reading schemes we are using in KS1
- how parents or other members of the public can find out more about the curriculum our school is following

Behaviour policy

We publish details of our school's behaviour policy and the behaviour principles agreed by the Governors.

Pupil premium

We publish details of how our school spends its pupil premium funding and the effect this has had on the attainment of the pupils who attract the funding.

It includes the following:

- our pupil premium allocation for the current academic year

- details of how we intend to spend our allocation
- details of how we spent our previous academic year's allocation
- how it made a difference to the attainment of our disadvantaged pupils

The funding is allocated for each financial year, but the information we publish online refers to the academic year, as this is how parents and the general public understand the school year.

PE and sport premium for primary schools

We publish details of how our school spends this funding and the effect it has had on pupils' PE and sport participation and attainment.

We include the following:

- our PE and sport premium allocation for the current academic year
- details of how we intend to spend our allocation
- details of how we spent our previous academic year's allocation
- how it made a difference to the PE and sport participation and attainment of the pupils who attract the funding

Special educational needs (SEN) report

The governing body publish a report on the school's policy for pupils with SEN.

The report complies with:

- [section 69\(2\) of the Children and Families Act 2014](#)
- [regulation 51](#) and [schedule 1 of the Special Educational Needs and Disability Regulations 2014](#)

The report also includes details of:

- our school's admission arrangements for pupils with SEN or disabilities
- the steps we have taken to prevent pupils with SEN from being treated less favourably than other pupils
- access facilities for pupils with SEN
- the accessibility plan our governing body has written in compliance with [paragraph 3 of schedule 10 to the Equality Act 2010](#)

Charging and remissions policies

We publish our school's charging and remissions policies. The policies include details of:

- the activities or cases for which our school will charge pupils' parents
- the circumstances where our school will make an exception on a payment you would normally expect to receive under our charging policy

Values and ethos

Our website includes a statement of our school's ethos and values.

Requests for copies

If a parent requests a paper copy of the information on our school's website, we will provide this free of charge.

Appendix 2: Schedule of Charges

Type	Description	Basis of Charge
Disbursement Cost	Photocopying / Printing @ 3 p per sheet for non colour	Actual cost to the school
	Photocopying / Printing @ 5 p per sheet for colour	Actual cost to the school
	Postage	Actual cost of Royal Mail standard 2 nd class stamp
Statutory Fee		In accordance with relevant legislation