Kingsbury Green Primary School

Freedom of Information Policy

DATE: September 2020

REVIEW DATE: September 2024
(4 YEAR REVIEW CYCLE)

kGPS
Kingsbury Green Primary School

EMPATHY   AGILITY   HARDWORK

This is Kingsbury Green Primary School's 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 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

Kingsbury Green Primary School aims to provide all children with:
- a secure and stimulating environment
- high quality teaching
- excellent resources
- respect for others
- a sense of community responsibility
- confidence in their own ability
- self- discipline
- equality of opportunities
- the foundation of future growth and achievement

## 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 in the Governors Annual Report and in other 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 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.

Email **: office1@kgreen.brent.sch.uk**

Telephone: **020 8204 6423**
Text phone: **020 8204 9529 [HIU ONLY]**
Contact Address:

  F.A.O Ms R Shaha [Head teacher] Kingsbury Green

  Primary School

  Old Kenton Lane, Kingsbury, London NW9 9ND

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

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 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 (available upon request)

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

Class	Description

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 names of the head teacher and chair of governors • information on the school policy on admissions • aims of school • 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 and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents
	• number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	• 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 has a religious character, a description of the ethos The date the instrument takes effect
Minutes [1] of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees *[current and last full academic school year]* Some information might be confidential or otherwise exempt from the publication by law-we cannot therefore publish this

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

Class	Description - £
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
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
Sex Education Policy	Statement of policy with regard to sex and relationship education

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Accessibility Plans	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	Statement of policy for promoting race equality
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	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.

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 and where appropriate inspection reports of religious education in those schools designated as having a religious character (Also available on the OFSTED website: OFSTED website)
Charging and Remissions Policies (being reviewed)	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	Details of school session and dates of school terms and holidays
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff (being reviewed)	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures

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 Head teacher

Kingsbury Green Primary School Old

Kenton Lane London NW9 9ND

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.
Website :   **www.informationcommissioner.gov.uk**