

Policy: Freedom of Information Policy
F&R approval: February 2025
Ratified FGB: March 2025
Review: March 2028

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Freedom of Information Policy

SCHOOL VISION

Our vision is for our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

- we facilitate opportunities so every child can flourish in a place where they feel **safe, happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, **inspire** others and experience personal **fulfilment**.
- the school provides facilities that enables our pupils to reach their potential in an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to **safeguard** all children.

'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

This is Holy Trinity's Church of England Primary School Publication Scheme on information available under the Freedom of Information Act 2000.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

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 format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- *the classes of information which we publish or intend to publish*
- *the format in which the information will be made available*
- *whether the information is available free of charge or on payment*

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school.

Some information, which we hold, may not be made public, for example personal information.

2. Aims of Our School

At Holy Trinity Church of England Primary School our aim is to be an inclusive, inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children

This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you the 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:

1. School website – information published on the school website.
2. Governors' Documents – information published in the School Profile and in other Governing Board documents.
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.
4. 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, or letter. Contact details are set out below.

Holy Trinity CE Primary School
Church Road
Sunningdale
Berkshire
SL5 0NJ

Telephone: 01344 620716

Email: holytrinitysunn@holytrinityprimary.org

To help us process your request quickly, please clearly mark any correspondence

"FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST" (in CAPITALS please). If the information you're looking for isn't available via the scheme and it isn't on our website 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.

6. Classes of Information Currently Published

Core information relating to the school website

Class	Description
School Website	- the name, address, website and telephone number of the school, and the type of school - the name of the staff and governors - all statutory policies, non-statutory policies pertaining to parent and pupil information - school provision for supporting pupils with special educational needs - information on the school policy on admissions - a statement of the school's aims, values and mantra - curriculum, assessment and reporting arrangements - links to Ofsted, local church, Oxford diocese, the school offer and RBWM core offer - School performance - School general administration, organisation, lunch provision and uniform - Outlines how we aim to establish and promote close relationships with parents and give guidance on the procedure to follow should a parent wish to raise a concern.

Information relating to the Governing Board

This section sets out information published in the School Profile and in other governing board documents.

Class	Description
Instrument of Government and Constitution Details	- The name of the school - The category of the school - The name of the Governing Board - The manner in which the Governing Board is constituted - The term of office of each category of governor if less than 4 years - The name of any Board entitled to appoint any category of governor - Details of any trust - The school religious character - The date the instrument takes effect
Minutes of meeting of the Governing Board and its committees	Agreed minutes of meetings of the Governing Board and its committees <i>[current and last full academic school year]</i>

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
Teaching and Learning 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
Relationships, Health and Sex Education Policy	Statement of policy with regard to sex and relationship primary education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
RE Policy	Information on the school's policy and the right of parents to withdraw children.
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.
Equality Policy	Statement of policy for promoting equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Principles	Statement of general principles on behaviour and of measures taken by the Headteacher to promote good behaviour and 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 and SIAMS referring expressly to the school	Published report of the last inspection of the school and the letter to the children from the lead inspector.
Charging 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
School session times and term dates	Details of school session and dates of school terms and holidays
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

Complaints procedure	Statement of procedures for dealing with complaints
Performance MAppraisal of Staff	Statement of procedures adopted by the Governing Board relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures
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 Department of Education to the Headteacher or Governing Board 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:

Chair of Governors at the school address

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

The governing board is responsible for the maintenance of this scheme.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Finance and Resource Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....