

Al-Khair Primary School

Freedom of Information Policy



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Last reviewed on:	27th September 2021	S.Akram
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This is Al-Khair Primary School's Publication Scheme

Our full title and address for sending requests for any documents is: ***Al-Khair Primary School, Causeway Green, Oldbury, Birmingham, B68 8LR.***

The person responsible for maintenance of this scheme is: ***Noreen Mubashir (School Admin Manager).***

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 primary 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. It is available free or at a fee in accordance with our charging policy.

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

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

2. Aims and Objectives

The Independent Primary School aims to:

- Give children an excellent start in education so that they have a better foundation for learning,
- Enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we 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 three broad topics areas:

Governors Documents – information published in the Governors Annual Report and in other Governing Body documents.

Children and families – information about policies that relate to children and their families.

Primary School Policies - information about policies that relate to the primary school in general.

4. How to request information

If you need a paper version, you can request a copy from the contact detailed below. (If information is available on our website, a link will direct you to the page you need.)

If the information you’re looking for isn’t available via the scheme (and isn’t on our website), you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: admin.oldbury@alkhairschool.org.uk

Tel: **01215542361**

Contact Address: *Al-Khair Primary School, Causeway Green, Birmingham, B68 8LR.*

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATIONS SCHEME REQUEST**” (in **bold** CAPITALS please)

5. Paying for information

Information is provided free unless stated otherwise. You may expect to pay for priced items such as some printed publications, videos and bound information such as reports. Where there is a charge this will be made in accordance with our charging policy.

6. Classes of Information Currently Published

Governors Annual Report and other information relating to the governing body– this section sets out information published in the Governors Annual Report and in other Governing Body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows. Other items may be included at the independent primary school's discretion:</p> <ul style="list-style-type: none"> ● details of the governing body membership, including name and address of chair and clerk ● a statement on progress in implementing the action plan drawn up following an inspection ● a financial statement, including gifts made to the maintained primary school and amounts paid to governors for expenses ● a description of the maintained primary school's arrangements for security of pupils, staff and premises ● information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year ● a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school ● how teachers' professional development impacts on teaching and learning ● number of pupils on roll ● the schools to which the children transfer on leaving the primary
Instrument of Government	<ul style="list-style-type: none"> ● The name of the primary school ● The category of the primary 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 person entitled to appoint any category of governor ● Details of any trust ● If the primary 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	Minutes of meetings of the governing body and of its committees

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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

Class	Description
Pupil Discipline	Written statement of general principles on behaviour and challenging negative behaviour, appropriate to the child's age and stage of development

Maintained Primary School Policies - This section gives access to information about policies that relate to the maintained primary school in general.

Class	Description
Published reports of HM Inspectors referring expressly to the Maintained primary school	Report of an inspection of the maintained primary school and the summary of the report
Post Inspection action plan	A plan setting out the actions required following an Ofsted inspection
Charging and remissions policies	A statement of the primary school's policy with respect to charges for childcare and optional extras including, trips etc
Admissions Policy	Information on the primary school policy on admissions
Maintained primary school travel plans	Advice to pupils and parents which identifies and solves problems associated with trips e.g. risk assessment of place to be visited (refer to LAs guidelines for planning trips)
Special Educational Needs Policy	Information about the primary school's policy on providing for pupils with special educational needs
Accessibility Plans	Complaints procedure. (existing policy for Children with disabilities is detailed in the Governors' Annual Report)
Health and Safety Policy	Written 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
Child Protection Policy	Statement of general principles on Child Protection policies
Race equality	Statement of policy for promoting racial equality
Equal Opportunities Policy	Statement of general principles on equal opportunities policies
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedure 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.
Staff Discipline	Statement of procedure for regulating conduct and discipline of school staff and to the capability of teachers

Staff Grievance	Statement of procedures by which staff may seek redress for grievance
Annex A – Other documents	Annex A provides a list of other documents that are held by the maintained primary school and are available on request

7. Complaints and Feedback

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 need to make a complaint then initially this should be addressed to **Noreen Mubashir, School Admin Manager**.

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 Office of the Information Commissioner. 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 545 745
Website: www.informationcommissioner.gov.uk