



**Temporary change to this policy**

Any reference to the Executive Headteacher can be read as Acting Executive Headteacher for the period from 1 September 2022 until such time as an Executive Headteacher is in post. The Acting Executive Headteachers are bestowed with the same powers and actions as that of the EHT during this period. This decision was approved by the Governing Board on 22<sup>nd</sup> September 2022.

Chair of GB	<i>Emma Harrison</i>
Acting Executive Head Teacher #1	<i>Mallis</i>
Acting Executive Head Teacher #2	<i>J Warren</i>





# The Weald Federation – Freedom of Information

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## **Policy for the publication of information under the Freedom of Information Act 2000**

**This is The Weald Federation's Publication Scheme on information available under the Freedom of Information Act 2000.**

*The Governing Board is responsible for the maintenance of this scheme.*

### **1. Introduction:**

#### **What is a publication scheme and why has it 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.**

Each school's aims/vision can be found on their respective websites. This publication scheme is a means of showing how we are achieving those 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 four broad topic areas:



Five Ashes CE Primary School



Frant CE Primary School



Mark Cross CE Primary School



Mayfield CE Primary School



- 1) Schools' Prospectuses/Websites – Information published in the schools' prospectuses or on the schools' websites.
- 2) Governors' Documents – Information published and in other governing body documents.
- 3) Pupils & Curriculum – Information about policies that relate to pupils and the schools' curriculums.
- 4) Schools' Policies and other information related to the schools – Information about policies that relate to the schools in general.

#### 4. How to request information.

If you require a paper version of any of the documents within the scheme, please contact the schools by telephone, email, fax or letter. Contact details are set out below.

Email	Telephone Number	Address
frantoffice@thewealdfederation.org	01892 750243	Church Lane, Frant, East Sussex. TN3 9DX.
markcrossoffice@thewealdfederation.org	01892 852866	Mark Cross, Crowborough, East Sussex. TN6 3PJ.
mayfieldoffice@thewealdfederation.org	01435 873185	Fletching Street, Mayfield, East Sussex TN20 6TA
fiveashesoffice@thewealdfederation.org	01825 830395	A267, Five Ashes, Mayfield, East Sussex TN20 6HY

To help us process your request quickly, please mark any correspondence "PUBLICATION SCHEME REQUEST".

If the information you're looking for is not available via the scheme you can still contact the schools to ask if we have it.

#### 5. Paying for information.

Information published on our websites will be free, although you may incur costs from your internet service provider. If you do not have internet access, you will be able to access our website using a local library or an internet café.

Single copies of information covered by this publication are usually provided free. However, 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.

#### 6. Classes of information currently published for each school.

##### i. School Prospectus/Website.



Five Ashes CE Primary School



Frant CE Primary School



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Mayfield CE Primary School



Class	Description
<b>School Prospectus / Website</b>	<p>The statutory contents of the school prospectus are as follows: (Other items may be included in the prospectus at the school's discretion.)</p> <ul style="list-style-type: none"> <li>• The name, address and telephone number of the school, and the type of school.</li> <li>• The names of the Head of School, Executive Headteacher and chair of governors.</li> <li>• Information on the school's policy on admissions.</li> <li>• A statement of the school's ethos and values.</li> <li>• 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.</li> <li>• Information about the school's policy on providing for pupils with special educational needs and disabilities.</li> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences.</li> <li>• National curriculum assessment results for appropriate Key Stages with national summary figures.</li> <li>• The arrangements for visits to the school by prospective parents.</li> </ul>

**ii. Governors' Documents – Information published in governing body documents and other information relating to the governing body.**

This section sets out information published in other governing body documents.

Class	Description
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Five Ashes CE Primary School



Frant CE Primary School



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Mayfield CE Primary School



The statutory contents are as follows:

(Other items may be included in the prospectus at the school's discretion.)

- Details of the governing board membership.
- A Statement on progress in implementing the action plan drawn up following an inspection.
- A financial statement, including gifts made to the school and amounts paid to governors for expenses.
- A description of the school's arrangements for security of pupils, staff and the premises.
- Information about the implementation of the governing body's policy on pupils with special educational needs and disabilities (SEND) 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.
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning.
- 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.





<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name and category of the school.</li> <li>• The name of the governing board.</li> <li>• The manner in which the governing board is consulted.</li> <li>• The term of office for each category of governor.</li> <li>• The name of any body entitled to appoint any category of governor.</li> <li>• Details of any trust.</li> <li>• If the school has a religious character, a description of the ethos.</li> <li>• The date the instrument takes effect.</li> </ul>
<b>Minutes† of meetings of the governing body and its committees</b>	<ul style="list-style-type: none"> <li>• Agreed minutes of meetings of the governing body and any committees. <i>(Current and last full academic school year.)</i></li> </ul>

† Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.

### iii. Pupils and 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. This will be reviewed during the academic year 2019/2020 prior to the introduction of the Government's new Relationship and Sex Education curriculum which becomes statutory in September 2020.
Special Educational Needs and Disabilities Policy.	Information about the school's policy on providing for pupils with special educational needs and disabilities.





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.
Collective Worship.	Statement of arrangements for the required daily act of collective worship.
Child Protection Policy.	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupils Discipline.	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

#### iv. 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.
Charging & remissions 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 & term dates.	Details of school session and dates of school terms and holidays.
Health & Safety Policy & 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 procedure.	Statement of procedures for dealing with complaints.
Staff Conduct, Discipline & 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 and Skills 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 the school secretary.

If you are not satisfied with the assistance that you get or 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 Commissioners 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: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Website: [www.ico.org.uk](http://www.ico.org.uk)



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