

# Lever Edge Primary Academy



## Freedom of Information Publication Scheme

Reviewed Spring Term 2023



**This is Lever Edge Primary Academy Publication Scheme on information available under the Freedom of Information Act 200. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.**

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 200 (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 and
- 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. 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 Brochure**

Information published in the school brochure.

### **Trustees' Documents**

Information published in the governing body documents.

### **Pupils and Curriculum**

Information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.

### **School Policies and other information related to the school**

Information about policies that relate to the school in general.

## **3. Categories of Information Published**

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:

Telephone: 01204 333679  
Email: [office@lever-edge.bolton.sch.uk](mailto:office@lever-edge.bolton.sch.uk)  
Fax: 01204 333678  
Address: Lever Edge Primary Academy  
Lever Edge Lane  
Bolton  
BL3 3HP

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 are 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.

#### **4. Paying for Information**

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 considerable amount of photocopying or printing (20 or more copies), 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.

#### **5. Classes of Information Currently Published**

The publication scheme guides you to information which we currently publish (or have recently published), or which we will publish in the future.

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

- School Prospectus/Handbook – Information published in the school prospectus
- Trustees' Documents – Minutes of the Full Governing Body and its sub-committees
- Pupils and 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

#### **School Prospectus and Handbook**

<b>School Prospectus</b>	<ul style="list-style-type: none"> <li>• The name, address, website and telephone number of the school and the type of school</li> <li>• The name of the Head Teacher</li> <li>• Information about the school's policy on providing for pupils with Special Education Needs</li> <li>• A statement of the school's aims</li> </ul>
--------------------------	--

#### **Trustees' Documents**

<b>Trustees' Documents</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</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 meeting (*) of the governing body and its committees</b>	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 and Curriculum Policies

<b>Home-School Agreement</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>Curriculum Policy</b>	<ul style="list-style-type: none"> <li>Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school</li> </ul>
<b>Relationships and Sex Education Policy</b>	<ul style="list-style-type: none"> <li>Statement of policy with regard to sex and relationship education</li> </ul>
<b>Inclusion Policy</b>	<ul style="list-style-type: none"> <li>Information about the school's policy on providing for pupils with Special Educational Needs</li> </ul>
<b>RE Policy</b>	<ul style="list-style-type: none"> <li>Information on the school's policy and the right of parents to withdraw</li> </ul>
<b>Complaints Policy</b>	<ul style="list-style-type: none"> <li>Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern.</li> </ul>
<b>Equality Policy</b>	<ul style="list-style-type: none"> <li>Statement of policy for promoting equality</li> </ul>
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>Statement of arrangements for the required daily act of collective worship</li> </ul>
<b>Child Protection and Safeguarding Policy</b>	<ul style="list-style-type: none"> <li>Statement of policy for safeguarding and promoting welfare of pupils at the school</li> </ul>
<b>Behaviour Policy</b>	<ul style="list-style-type: none"> <li>Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying</li> </ul>

## School Policies and other Information Related to the School

<b>Published reports of Ofsted referring expressly to the school</b>	<ul style="list-style-type: none"> <li>Published report of the last inspection of the school</li> </ul>
<b>Charging and Remissions Policy</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>School session times and term dates</b>	<ul style="list-style-type: none"> <li>Details of school session and dates of school terms and holidays</li> </ul>
<b>Health and Safety Policy and Risk Assessments</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>Complaints Procedure</b>	<ul style="list-style-type: none"> <li>Statement of procedures for dealing with complaints</li> </ul>
<b>Appraisal Policy</b>	<ul style="list-style-type: none"> <li>Statement of procedures 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</li> </ul>
<b>Staff Conduct and Disciplinary and Capability Procedures and Policy</b>	<ul style="list-style-type: none"> <li>Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance</li> </ul>

<b>Curriculum Policies and Statutory Instruments</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>GDPR Policies and Other Information</b>	<ul style="list-style-type: none"> <li>Statement of arrangements for GDPR</li> </ul>

## 6. 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 addresses to: -

### **Chair of Trustees at Lever Edge Primary Academy**

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 needs to 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 contact at: -

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or:

**Enquiry/Information Line: 01625 545 700**

**Email:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

**Website:** [www.informaioncommissioner.gov.uk](http://www.informaioncommissioner.gov.uk)

**Lever Edge Primary Academy  
Freedom of Information Publication Scheme  
Policy – Further documents held by the school**

**APPENDIX 1: Response Letter from School**

Your ref:

Our ref:

Date:

Dear

**Response to Freedom of Information Request**

I write further to your Freedom of Information Response dated XXXX

“Insert response.....”

If you are unhappy with the handling of your request for information and wish to make a complaint or request a review of our decision, in the first instance you should contact the Chair of Trustees of the School.

If you are not satisfied by the School's response to your complaint, you have the right to apply to the Information Commissioner for a decision. The Information Commissioner will normally expect you to have exhausted our complaints procedure. The Information Commissioner can be contacted at:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours sincerely,