



## FREEDOM OF INFORMATION POLICY 2016

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*Policy adopted on:*

*Approved by:*

*Date of review:*

*Responsible persons:*

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## **Freedom of Information Policy 2016**

### **1. Introduction:**

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 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 and information scheme is either available for you on our website to download and print off or in paper form.

Some information we hold may not be made public, e.g. personal information.

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

### **2. Aims**

We aim to:

- Develop healthy, happy children who are able to form positive relationships.
- Empower children by giving them the essential life skills of communication, literacy, numeracy and technology.
- Encourage children to aim high, having high expectations and aspirations of themselves.
- Provide an enriched, creative, inspiring curriculum in a stimulating environment.
- Develop children's confidence and skills to become independent learners who make independent choices.
- Develop the children's sense of respect, tolerance, responsibility and belonging to the school community by celebrating and utilising the cultural and religious diversity of the local area.

And this publication scheme is a means of showing how we are 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 four broad topic areas.

School Prospectus: information published in the school prospectus.

Governors' Documents: information published in Local Governing Board documents.

Pupils & Curriculum: information about policies that relate to pupils and the school curriculum,  
 School Policies: and other information related to the school.

#### 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, or you can visit our website at: <http://sevakeducationtrust.org/>

**E-mail:** [contact@sevaschool.com](mailto:contact@sevaschool.com)  
**Tel:** 02477987619  
**Contact Address:** Seva School, Eden Road, Coventry, CV2 2TB

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 (and isn't on our website), 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.

School Prospectus - this section sets out information published in the prospectus

Class	Description
School	The statutory contents of the school prospectus are as follows, (other Prospectus items may be included in the prospectus at the school's discretion)

Information about the implementation of the Local Governing Board's policy on pupils with special educational need (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 disability to the school; Disability Equality Scheme

Disability Equality Scheme	This includes details of how the Local Governing Board and the school has consulted all stakeholders in determining how to ensure
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	equality of access and plans for any actions to improve equality of access.
Equality Policy	Statement of policy covering age, disability, gender and race.
Instrument of Government	The name of the school The category of the school The name of the Local Governing Board The manner in which the Local Governing Board is constituted The term of office for each category of governor if less than 4 years
	The name of anybody 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 of meeting of the Local Governing Board and its committees	Agreed minutes of meetings of the Local Governing Board and its committees (current and last full academic year)  N.B. 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

Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
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.
Pupil Discipline	Statement of general principle 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.
Post Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.
Charging and Remission 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 sale school publications, music tuition, trips.
School session times and term dates	Details of dates of school terms and holidays.
Health and Safety Policy and 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
Performance Management of staff	Statement of procedures adopted by the Local Governing Board relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures.
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 & statutory requirements	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or Local Governing Board relating to the curriculum

Annex A	Annex A provides a list of other documents that held by the school and are available on request.
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## 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 wish to make a complaint the initially this should be addressed to:

Seva School,  
Eden Road, Coventry,  
CV2 2TV

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you felt that a formal complaint needs to be made, 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

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

**E-mail:** [publications@foi.demon.co.uk](mailto:publications@foi.demon.co.uk)

### Annex A – Further documents held by the school

Name of Document	Description
Newsletter	School Newsletter – published regularly
Visitors/Trips	Letters giving details of visits to school by other professionals and class trips out to other educational establishments