

## Freedom of Information Policy

This is the Beeches Independent Special School Publication Scheme on information available under the Freedom of Information Act 2000

*The Directors and Head of Education are responsible for maintenance of this scheme.*

### 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 information they will make public. At the Beeches we like to be pro-active regarding the information we publicize by creating this policy.

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 on request.

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

### 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.**

*Head of Education's annual report- information for the parents/carers who children attend the school such as overall attendance, inspection feedback.*

*Pupils & 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.*

## How to request information

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

Email: [esutters@beechesuk.co.uk](mailto:esutters@beechesuk.co.uk)

Tel: **01733 344448 – option 3**

Contact Address: 218 Dogsthorpe Road,  
Peterborough  
PE1 3PB

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 via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

## 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.

## Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus</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 teacher and chair of governors</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll and rates of pupils’ authorised and unauthorised absences</li><li>• the arrangements for visits to the school by prospective parents</li></ul>

**Head of Education's Annual Report** -this section sets out information published in the Head of Educations Annual Report.

<b>Class</b>	<b>Description</b>
<b>Head of Educations' Annual Report</b>	<p>The statutory contents of the Head of Education annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a description of the school's arrangements for security of pupils, staff and the premises</li> <li>• information about the implementation of the school's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> </ul>

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
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 Education 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.
Equality Policy	Statement of policy for promoting race equality
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Statement of general principles 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.

<b>Class</b>	<b>Description</b>
Published inspection reports referring expressly to the school	Inspection report of the last inspection of denominational education of the school Published report of the last Ofsted inspection of the school and the summary of the report
Post inspection action plans	A plan setting out the actions required following the last inspection of denominational education A plan setting out the actions required following the last Ofsted inspection
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 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	Details of the procedures when making a complaint and the relevant forms.
Grievance Policy	Procedures for dealing with staff disciplinarians.

**Our website is at** [www.beechesuk.co.uk](http://www.beechesuk.co.uk)

## 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 Emma Sutters.

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

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

This policy is updated annually and was last reviewed December 2018