



New Rush Hall School 

# **Freedom of Information Policy**

**Reviewed:  
Feb 2021**

**Due for review:  
Feb 2022**

## Freedom of Information Policy (Including Publication Scheme)

### Freedom of Information Act 2000

*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 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.*
- *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.

Some information which we hold may not be made public, e.g. personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

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

#### **2. Aims and Objectives**

The school aims:

- To provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils.
- To enable each child, whatever their ability, to recognise their own worth and to accept their responsibilities to society.
- To provide a broad and stimulating curriculum based on The National Curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live.
- To nurture those basic skills and concepts which are necessary for future education and development.
- To encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning.
- To enable children to strive for excellence 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:

*NRHG Websites* – information published on the school website.

*Governors' and PRU Management Committee Documents* – information published in the Governor's Annual Report and other Governing Body documents.

*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.

### **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:

Contact: Ros Dennison

Email: [admin@nrhs.redbridge.sch.uk](mailto:admin@nrhs.redbridge.sch.uk)

Telephone: **020 8501 3951**

Contact Address: **New Rush Hall Group, Fencepiece Road, Hainault, Essex IG6 2LB**

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 you can still contact the school to ask if we have it.

### **5. 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 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. Currently Published

**Group Websites** – This section sets out specific information published on the school websites, in accordance with the School Information (England) (Amendment) Regulations 2012.

Class	Description
Specified information on school website	<ol style="list-style-type: none"> <li><b>1.</b> The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.</li> <li><b>2.</b> Either—               <ol style="list-style-type: none"> <li>(a) the determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place; or</li> <li>(b) information as to where and by what means Parents/Carers may access that information in the local authority’s composite prospectus published on their website.</li> </ol> </li> <li><b>3.</b> Information as to where and by what means Parents/Carers may access the most recent report about the school published by her Majesty’s Chief Inspector of Education, Children’s Services and Skills.</li> <li><b>4.</b> The school’s most recent key stage 2 results as published by the Secretary of State under the following column headings in the School Performance Tables published on the Department for Education’s (DfE) website:               <ol style="list-style-type: none"> <li>a) Percentage of pupils achieving the expected standard in Reading, Writing and Mathematics.</li> <li>b) Average progress in Reading.</li> <li>c) Average progress in Writing.</li> <li>d) Average progress in Mathematics.</li> <li>e) Percentage of pupils achieving a high-level of attainment in Reading, Writing and Mathematics.</li> <li>f) Average scaled score in Reading.</li> <li>g) Average scaled score in Mathematics.</li> </ol> </li> <li><b>5.</b> Information as to where and by what means Parents/Carers may access the School Performance Tables published by the Secretary of State on the DfE’s website.</li> <li><b>6.</b> The following information about the school curriculum:               <ol style="list-style-type: none"> <li>(a) In relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained.</li> <li>(b) In relation to key stage 1, the names of any phonics or reading schemes in Operation.</li> </ol> </li> <li><b>7.</b> The measures are determined by the Headteacher under section 89 of the Education and Inspections Act 2006.</li> <li><b>8.</b> The amount of the school’s allocation from the Pupil Premium grant in respect of the current academic year;               <ul style="list-style-type: none"> <li>• Details of how it is intended that the allocation will be spent.</li> <li>• Details of how the previous academic year’s allocation was spent, and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated.</li> </ul> <ol style="list-style-type: none"> <li>a) The amount of the school’s allocation of Pupil Premium grant.</li> <li>b) Details of the main barriers to educational achievement.</li> <li>c) How the allocation will be spent to address the barriers and why these approaches</li> </ol> </li> </ol>

	<p>were taken.</p> <p>d) How the school will measure the impact of the Pupil Premium.</p> <p>e) The date of the next Pupil Premium strategy review.</p>
	<p><b>9.</b> The report was prepared by the school under section 317(5)(a) of EA 1996 (duties of Governing Bodies in relation to special educational needs).</p> <p><b>10.</b> The school's charging and remissions policy is determined by them under section 457 of EA 1996.</p> <p><b>11.</b> A statement of the school's ethos and values."</p>
<b>Instrument of Government</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>• 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 <sup>1</sup> of a meeting of the Governing Body and its committees</b>	Agreed minutes of meetings of the Governing Body and its committees [ <i>current and last full academic school year</i> ].

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

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

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the Parent/Carer 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.

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 the welfare of pupils at the school ( <i>from March 2004</i> ).
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher 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 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 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	Statement of procedures for dealing with complaints.
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.
Staff Conduct, Discipline and 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 DfE and Skills to the Headteacher or Governing Body relating to the curriculum.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request.

## **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 Federation Business Manager at school.

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  
Enquiry/Information Line: 0303 123 1113