

# Bellfield Primary School



## **Freedom of Information Policy**

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Date Issued: February 2020  
Ratified by Governing Body:  
Review Date: February 2021

## **Introduction: What a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools and academies, 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 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 (see exemptions in the Freedom of Information Act).

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

## **Aims and Objectives**

Bellfield Primary School aims to:

- Promote a restorative community where everybody's voice is heard.
- Be inclusive; value and celebrate individuality and differences.
- Support children to become confident, independent, resilient learners who experience success regularly.
- Promote self-regulating children who resolve problems confidently.
- Provide experiences that engage, enrich and enthuse our children.
- Provide a safe, happy, stimulating environment.
- Provide caring, dedicated staff who work hard and champion every child.
- Value the support of parents, carers and the wider community.

This publication is a means of showing how we are pursuing these aims.

## **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'.

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.
- Governor's Documents – information published in governing body documents.
- Pupils and the Curriculum – information about policies that relate to pupils and around 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 school by telephone, email or letter. Alternatively, most documents are freely available for you to view, save or print a copy from our website: [www.bellfieldprimary.org.uk](http://www.bellfieldprimary.org.uk)

Contact details are set out below:

Email: [admin@bellfield.hull.sch.uk](mailto:admin@bellfield.hull.sch.uk)

Tel: 01482 374490

Contact address: Bellfield Primary School, Saxby Road, Kingston-Upon-Hull, HU8 9DD

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST." If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it. The school will respond to your request within 20 working days.

Personal information is exempted from disclosure under the Data Protection Act.

## **Paying for Information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise later. If your request means that we have to do a lot of photocopying or printing, or pay large postage charges, 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**

### **Prospectus**

<b>Class</b>	<b>Description</b>
School Prospectus	<p>The statutory contents of the school prospectus are as follows:</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 Headteacher and the 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.</li></ul>

	<ul style="list-style-type: none"> <li>• The number of pupils on roll and the rates of pupils' authorised and unauthorised absences.</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li> <li>• The destinations of school leavers.</li> <li>• The arrangement for visits to the school by prospective parents.</li> <li>• The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places.</li> </ul>
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## Governance

<b>Class</b>	<b>Description</b>
Instrument of governance	<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>
**Minutes of meetings of the governing body and its committees	<ul style="list-style-type: none"> <li>• Agreed minutes of meetings of the governing body and its committees</li> </ul>

\*\*Some information may be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

## Pupils and Curriculum Policies

<b>Class</b>	<b>Description</b>
Home-school liaison	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 curriculum subjects, R.E. and any schemes of work the school may use/follow.
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 Plan and Policy	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving
Equality Policy	Statement of policy for promoting equality of opportunity.
Safeguarding and 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 measures taken to prevent bullying.

## School Policies and other information related to the school

<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.
Charging and 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 and term dates	Details of school sessions and dates of school terms and holidays
Health and safety policy and risk assessments	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 head teacher 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 Department of Education and Skills to the head teacher or governing body relating to the curriculum

Our website is: [www.bellfieldprimary.org.uk](http://www.bellfieldprimary.org.uk)

Reviewer: Headteacher