

Reviewer Head Teacher and Chair of Governors	BROOKFIELD JUNIOR SCHOOL FREEDOM OF INFORMATION POLICY	Review date April 2019
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This Freedom of Information Policy should be read in conjunction with the school's Freedom of Information Publication Scheme, produced in accordance with the Freedom of Information Act 2000.

The Governing Body of Brookfield Junior School is responsible for maintenance of this scheme.

Introduction

One of the aims of the Freedom of Information Act 2000 is that 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 which is to be published in the future.

Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Aims and Objectives

Brookfield Junior School aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child
- Help every child develop the skills, knowledge and personal qualities needed for life and work

The publication scheme 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, which cover four broad topic areas:-

- School Prospectus – information published in the school on-line prospectus
- Governors' Documents – information published in 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.

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How to Request Information

If a paper version of any of the documents within the scheme is requested, the school must be contacted by telephone, email or letter. Contact details are set out below:

Telephone: 01732 843667

e-mail: office@brookfield-jun.kent.sch.uk

Website: www.brookfield-jun.kent.sch.uk

If the information required isn't available, the school can still be contacted with the request.

Paying for Information

Information published on our website is free. If the internet is not available the local library or nearby internet café can be used for access.

Single copies of information covered by this publication are provided free unless stated otherwise. If a request means that the school has to do any photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, then the cost will be notified before fulfilling the request.

Classes of information currently published:-

School Prospectus

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):-

- The name, address and telephone number of the school, and the type of school
- The names of the Head Teacher and Chair of Governors
- Information on the school policy on Admissions
- A statement of the school's ethos and values
- Details of the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
- Information about the school's policy on providing for pupils with special educational needs

At Brookfield Junior School our School Prospectus is available to view on our school website.

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The Governing Body

- Instrument of Government and the date the instrument takes effect
- The manner in which the governing body is constituted
- The term of office of each category of governor
- The name of anybody entitled to appoint any category of governor
- Agreed minutes of meetings of the governing body (current and last full academic school year)
- Minutes of meeting of the governing body

At Brookfield Junior School, all information pertaining to the Governing Body is kept by the Clerk and the information listed above is published on our school website.

Pupils and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

- 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 Policies. Statements on following the policies for the secular curriculum subjects and religious education and schemes of work 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
- Race Equality Policy ~ entitled 'Single Equality Scheme'. 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
- Behaviour Management Policy. Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying.

At Brookfield Junior School the policies outlined above are located on our school website.

School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general.

- Published reports of Ofsted referring expressly to the school. Published report of the last inspection of the school and the summary of the report

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- Post-Ofsted inspection action plan. 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 sessions 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, including statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
- 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
- Curriculum circulars and statutory instruments. Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Head Teacher or Governing Body relating to the curriculum

At Brookfield Junior School, the policies and information outlined above are located either on our school website, or our school internal network.

Feedback and complaints

Brookfield Junior School welcomes any comments or suggestions about the scheme; any comment or complaint to be addressed to the Head Teacher.

If any person is unsatisfied with the assistance they have received or if a complaint has not been resolved and it is felt that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. (This being the organisation that ensures compliance with the Freedom of Information Act 2000 and deals with formal complaints.)

This policy has been approved by the Governing Body of the school ~ **March 2017**.

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