

# The Bliss Charity School

## Freedom of Information Policy

### Mission Statement

The Bliss Charity School aims to provide a caring, secure and enriching experience; each child is encouraged to develop strong personal, academic, physical and creative skills for lifelong learning.

## 1. Introduction

1.1 The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

1.2 As a result, The Bliss Charity School have produced 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.*

1.3 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, and some is available on our website for you to download and print. Some information which we hold may not be made public, for example personal information.

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

## 2. The Aim of the Policy

The school aims to:

2.1 enable every child to fulfill their learning potential, with education that meets the needs of each child,

2.2 help every child develop the skills, knowledge and personal qualities needed for life and work

2.3 this publication scheme is a means of showing how we are pursuing these aims.

## 3. Procedure

3.1 The publication scheme states the 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:

**3.2 School Prospectus** – information published in the school prospectus.

**3.3 Governors' Documents** – information published in the minutes of Governors meetings and in other governing body documents.

**3.4 Students & Curriculum** – information about policies that relate to students and the school curriculum.

**3.5 School Policies and other information related to the school** - information about policies that relate to the school in general.

#### **4. How to request information**

4.1 If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested. Contact details are set out below or you can visit our website at [www.blisscharity.ik.org](http://www.blisscharity.ik.org)

Email: [head@blisscharity.northants-ecl.gov.uk](mailto:head@blisscharity.northants-ecl.gov.uk)

Tel: 01327 340758

Fax: 01327 342341

Contact Address:

The Bliss Charity School

The Green

Nether Heyford

NN7 3LE

4.2 To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

4.3 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.

#### **5. Paying for information**

5.1 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.

5.2 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**

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

- 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

- information about the school's policy on providing for students with special educational needs
- number of students on roll and rates of students' authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- KS2 results in the school, locally and nationally

**6.2 Governors' Documents** – this section sets out the information published in Governing body documents.

**6.2.1 The Instrument of Government**

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body is constituted
- The term of office of 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

**6.2.2 Agreed minutes of meetings of the governing body and its committees (current and last full academic school year).**

**6.3 Students & Curriculum** - This section gives access to information about policies that relate to students 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 students 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 students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship

Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school. <i>(from March 2004)</i>
Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

**6.4 School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general and can be provided free of charge

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 and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is 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
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
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 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

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
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Requests for any other information held by the school may incur a charge.

Written notice of the fee will be provided to the enquirer before any information is supplied.

## 7. Feedback and Complaints

7.1 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 **Headteacher, The Bliss Charity School, The Green, Nether Heyford, NN7 3LE.**

7.2 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:

**The Case Reception Unit, Customer Service Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

or

**Enquiry/Information Line: 01625 545 700**

**<http://www.ico.gov.uk/>**