



Lakeside School

Learning for life

Freedom of Information Publication Scheme

The governing body is responsible for maintenance of this scheme.

Legislation.

On 1 January 2005 the Freedom of Information Act 2000 (FOIA) became law. The governing body of each school needs to ensure that employees at the school are able to comply with requests for information under FOIA.

The FOIA will add to the framework of legislation on disclosure of information held by schools. Any request for information in writing is either a request under FOIA, Environmental legislation, the Data Protection Act, or a combination of any of them.

The Environment Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations.

From 1 January 2005 schools have a duty to provide advice and assistance to anyone requesting information.

The FOIA presumes openness. But it recognises the need to protect sensitive information in certain circumstances and provides for exemptions. However, even where certain exemptions apply, information must still be released if it is recognised it is in the public interest to do so.

Governing bodies may choose to charge a fee for complying with a request for information. The fee must be calculated according to FOIA regulations and the person notified of the charge before supplying the information. The Act's code of practice recommends that schools respond to straightforward enquiries free of charge and charge where the costs are significant.

There are prescribed time limits for responding to requests for information and a well managed record and information system will enable the school to reply promptly to requests.

Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act (FOIA) 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; 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 available in paper form.

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

Lakeside aims to:

- **Provide stimulating teaching and a curriculum which motivates pupils, enabling them to enjoy school and develop a positive attitude to learning and life.**
- **Provide opportunities which will encourage, support and challenge pupils to develop as independent young people**
- **Provide a safe, supportive yet challenging environment in which all members of the school community are valued, respected and enabled to succeed**
- **Provide partnerships with parents and the wider community which will enable its pupils to become valued members of society**

and this 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 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.

Governors' Documents – information published in the Governors Annual Report and in 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.

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, fax or letter. Contact details are set out below or you can visit our website at www.lakeside.herts.sch.uk

Email: admin.lakeside@lakeside.herts.sch.uk

Tel: 01707 327410

Fax: 01707 933352

Contact Address: Mrs R Deighton, Lakeside School, Lemsford Lane, Welwyn Garden City, Herts. AL8 6YN

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

If the information you're looking for isn't available via the scheme, and isn't available on our website, you can still contact the school to discover if the information exists.

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

A SCHOOL PROSPECTUS

The statutory contents of the school prospectus are as follows:

- ✓ 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 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
- ✓ information about the school's policy on providing for pupils with special educational needs
- ✓ number of pupils on roll and rates of pupils' authorised and unauthorised absences
- ✓ National Curriculum assessment results for appropriate Key Stages, with national summary figures (This is rarely published for this school because the small numbers of pupils in each year group means that results could be identified and therefore do not have to be published).
- ✓ the arrangements for visits to the school by prospective parents

B GOVERNORS' DOCUMENTS

1 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 any body entitled to appoint any category of governor
- ✓ Details of any trust

2 Minutes of meetings of the governing body and its committees

- ✓ Agreed minutes of the meetings of the governing body and its committees. The minutes of the current meeting and those from the previous full academic year.

C PUPILS' & CURRICULUM POLICIES

1. 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

2. 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

3. Sex Education Policy

Statement of policy with regard to sex and relationship education

4. Special Education Needs Policy

Information about the school's policy on providing for pupils with special educational needs

5. 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

6. Race Equality Policy

Statement of policy for promoting race equality

7. Collective Worship

Statement of arrangements for the required daily act of collective worship

8. Child Protection Policy

Statement of policy for safeguarding and promoting welfare of pupils at the school. (from March 2004)

9. Pupil Discipline

Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

D SCHOOL POLICIES AND OTHER INFORMATION RELATED TO THE SCHOOL .

1 Ofsted report

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

2. Post-Ofsted inspection action plan

A plan setting out the actions required following the last Ofsted inspection – where action points were required.

3 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

4 School session times and term dates

Details of school session and dates of school terms and holidays

5 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

6 Complaints procedure

Statement of procedures for dealing with complaints

7 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

8 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

9 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

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 headteacher.

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.

Website : www.informationcommissioner.gov.uk