Freedom of Information
School’s Publication POLICY

Longford Park School

Statutory Requirement for Public Bodies

The School’s Publication Scheme/Freedom of information Policy in respect of Longford Park School was shared with the Governing Body and approved at committee meeting.

Prepared : July 2011
Reviewed : Dec 2014/ May 2018

Signed by Headteacher
Andrew Taylor
Date : 23/05/2018

Approved by Governing Body : Signed
LUCY PINDAR-BOOTH
Date : 12/06/2018
Our full title and address for sending requests for any documents is:
Longford Park School
74 Cromwell Road
Stretford
Manchester
M32 8QJ

The Governing Body of Longford Park School are 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; 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 on request from the school office or on the school website.

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.

2. **Aims and Objectives**

The school Aims to:

- Enable every child to fulfil their learning potential by providing an environment and education that meets the needs of each child.
- Provide opportunities for all pupils to learn and achieve; and help them to develop the skills, knowledge and personal qualities needed for life and work.
- Provide effective learning opportunities for all pupils through setting suitable learning challenges, responding to pupils’ diverse needs and overcoming potential barriers to learning and assessment for individuals and groups of pupils;
- Promote and encourage the involvement of parents and carers in all aspects of school life.
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 5 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 governing body document.
- 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

You can request a copy of the information you want from the contact detailed below.

If the information you are looking for is not available via the scheme, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: longford.admin@trafford.gov.uk

Tel: 0161 912 1895 Fax: 0161 912 1896

Contact Address:
Longford Park School, 74 Cromwell Road, Stretford, Manchester M32 8QJ

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

5. Paying for information

Information published on our website is free. Single copies of information covered by this publication are provided free unless stated otherwise. 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.
6. Classes of Information Currently Published

School Website – This section sets out specific information published on the school website, in accordance with the School Information (England) (Amendment) Regulations 2016

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specified Information on school website</td>
<td>• School contact details&lt;br&gt;• Admission arrangements&lt;br&gt;• Ofsted reports&lt;br&gt;• Exam and assessment results&lt;br&gt;• Performance tables&lt;br&gt;• Curriculum&lt;br&gt;• Behaviour policy&lt;br&gt;• School complaints procedure&lt;br&gt;• Pupil premium&lt;br&gt;• PE and sport premium for primary schools&lt;br&gt;• Special educational needs (SEN) and disability information&lt;br&gt;• Equality objectives&lt;br&gt;• Governors’ information and duties&lt;br&gt;• Charging and remissions policies&lt;br&gt;• Values and ethos</td>
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Governor Information and Governing Body documents.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
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<tbody>
<tr>
<td>Instrument of Government</td>
<td>• The name of the school.&lt;br&gt;• The category of the school.&lt;br&gt;• The name of the governing body.&lt;br&gt;• The manner in which the governing body is constituted.&lt;br&gt;• Their term of office of each category of governor if less than 4 years.&lt;br&gt;• The name of any person entitled to appoint any category of governor.&lt;br&gt;• Details of any trust.&lt;br&gt;• If the school has a religious character, a description of the ethos of the school.&lt;br&gt;• The date the instrument takes effect.</td>
</tr>
<tr>
<td>Minutes *of meeting of the Governing Body and its committees</td>
<td>Minutes from governors board and committee meetings.&lt;br&gt;(Current and last full academic school year).</td>
</tr>
</tbody>
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Pupils and Curriculum Policies – this section gives access to information about policies that relate to pupils and the school curriculum.
School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

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 need to make a complaint then initially this should be addressed to THE HEAD TEACHER: Mr Andrew Taylor.

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 545 745
E-mail: casework@ico.org.uk (please include your telephone number)
Website: https://ico.org.uk/

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