

Stevenage ESC

Freedom of Information Policy

Headteacher:	Dan Nearney
Chair of Management Committee:	Emma Flawn
Date of Policy:	September 2019
Date of Review:	September 2020

The Management Committee is 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 that is to be published in the future. All information in our publication scheme is available in paper form.
- Some information that 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 Centre 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.

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

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 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- **Parents Brochure and Professionals Brochure** – information published in the parent's brochure /professional's brochure.
- **Management Committee Documents** – information published in the Management Committee's Annual Report and in other Management Committee documents.
- **Pupils & Curriculum** – information about policies that relate to pupils and the Centre curriculum.
- **Centre Policies and other information related to the Centre** - information about policies that relate to the Centre in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the centre by telephone, email, fax or letter. Contact details are set out below.

Email: admin@stevenage-esc.herts.sch.uk

Tel: 01438 369119

Contact Address: Stevenage Education Support Centre, Collenswood Road, Stevenage, Hertfordshire, SG2 9HQ

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

If the information you are looking for is not available via the scheme, you can still contact the centre to ask if we have it.

5. 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.

6. Classes of Information Currently Published

Parents Brochure/Professionals Brochure.

This section sets out information published in the Parents Brochure/Professionals Brochure.

Class	Description
Parents Brochure & Professionals Brochure	<p>The statutory contents of the parents brochure/professionals brochure are as follows, (other items may be included in the brochure at the centre's discretion):</p> <p>the name, address and telephone number of the Centre</p> <ul style="list-style-type: none">• the names of the head teacher and chair of management committee• information on the centre policy on admissions• a statement of the centre'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 centre's policy on providing for pupils with special educational needs• the arrangements for visits to the school by prospective parents

Management Committee’s Annual Report and other information relating to the governing body.

This section sets out information published in the Management Committee’s Annual Report and in other governing body documents.

Class	Description
Annual Report	<p>The statutory contents of the Management Committee’s annual report to parents are as follows, (other items may be included in the annual report at the Centre’s discretion):</p> <ul style="list-style-type: none"> • details of the Management Committee’s membership, including name and address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the centre • a description of the centre’s arrangements for security of pupils, staff and the premises • a statement of policy on whole staff development • number of pupils on roll and rates of pupils’ authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages • GCSE/GNVQ, City & Guilds results in the Centre • the destinations of school leavers¹ • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> • The name of the Centre • The category of the Centre • The name of the Management Committee • 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 Management Committee member • Details of any trust • The date the instrument takes effect
Minutes of meeting of the Management Committee and its committees¹	<p>Agreed minutes of meetings of the Management Committee and its committees <i>[current and last full academic school year]</i></p>

Pupils & Curriculum Policies

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

Class	Description
Home/Centre agreement	Statement of the centre's aims and values, the centre's responsibilities, the parental responsibilities and the centre's expectations of its pupils
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 centre
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the centre's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the centre's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
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 pupils at the centre. <i>(from March 2004)</i>
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

Centre Policies and other information related to the centre –

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

Class	Description
Published reports of Ofsted referring expressly to the centre	Published report of the last inspection of the centre and the summary of the report
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 centre's policy with respect to charges and remissions for any optional extra
Centre session times and term dates	Details of centre session and dates of centre 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
Performance Management of Staff	Statement of procedures adopted by the management committee 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 centre 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
Other documents	All other documents that are held by the centre and are available on request

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 wish to make a complaint then initially this should be addressed to Dan Nearney, Headteacher, Stevenage Education Support Centre, Collenswood Road, Stevenage, Hertfordshire, SG2 9HQ.

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.

Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website : www.informationcommissioner.gov.uk