



Pensilva Primary School
Freedom of Information Policy

Introduction

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
- Whether the information is available free of charge or on payment
- The manner in which the information will be published

The scheme covers information already published and information which is to be published in the future. Information in our publication scheme is available for you on our website to download and print off.

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

The 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 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 governing board documents
- 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 or letter. Contact details are set out below:

Telephone: 01579 362546

Email: secretary@pensilva.cornwall.sch.uk

Website: www.pensilva.cornwall.sch.uk

Contact

Address: Pensilva Primary School, School Road, Pensilva, Cornwall, PL14 5PG

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPTIALS).

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

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 the internet, 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. 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, we will let you know the cost before fulfilling your request.

CLASSES OF INFORMATION CURRENTLY PUBLISHED

Instrument of Government

- The name of the school
- The category of the school
- The name of the governing board
- The manner in which the governing board 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
- The date the instrument takes effect 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 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
- Relationships and Sex Education Policy
- Special Education Needs Policy - information about the school's policy on providing for pupils with special educational needs
- 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
- Child Protection/Safeguarding Policy - statement of policy for safeguarding and promoting welfare of pupils at the school
- Pupil Behaviour - statement of general principles on behaviour and discipline and of measures taken by the headteacher

Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher at Pensilva Primary School, School Road, Pensilva, Cornwall, PL14 5PG.

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 as follows:

ICO helpline: open between the hours of 9.00am and 5.00pm, Monday to Friday.

0303 123 1113

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By email: casework@ico.org.uk

Website: <https://ico.org.uk>