



Sully Primary School
Ysgol Gynradd Sili

Freedom of Information Policy

Date of ratification: October 2019
Date of Review: October 2021

Sully School's Publication Scheme

Requests for documents should be made to
Sully School, Burnham Avenue, Sully, Vale of Glamorgan, CF64 5SU. Telephone – 02920530337.

The person responsible for maintenance of this scheme is the Head teacher of Sully Primary School.

1. Introduction: What a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this a publication scheme must be produced setting out:

- *the classes of information which the school publishes or intends 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 Sully School's publication scheme is available from Sully School's Office. Some information held by Sully School 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. Categories of information published

The publication scheme guides you to information currently published and to information that will be published in the near future. The information is split into categories known as 'classes'. These are contained in Section 5 of the Scheme. The classes of information the Governors undertake to make available are organised into four broad topic areas.

- Information published in Sully School's Prospectus.
- Information published in the Governors' Annual Report for Parents and in other Governing Body documents.
- Information about policies that relate to pupils and the school curriculum in Sully School.
- Information about policies that relate to Sully School in general.

3. How to request information

You can request a copy of the information you want from Sully School by letter or telephone – see details above. Please mark any correspondence "**PUBLICATIONS SCHEME REQUEST**".

If the information you are looking for is not available via this publication scheme you can still ask if Sully School has a copy of it.

4. Paying for information

Single copies of information covered by this publication scheme are provided free unless stated otherwise. If your request means school staff have to photocopy large documents, pay a large postage charge, or if it is for a priced item, such as, printed publications or videos, school staff will let you know the cost before fulfilling your request.

5. Classes of Information Currently Published

School Prospectus

This section sets out information published in the school prospectus.

Class	Description
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School Prospectus	<p>The statutory contents of the school prospectus are detailed below. Other items have been included at the discretion of staff and governors.</p> <p>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 about 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. The number of pupils on roll and rates of pupils' authorised and unauthorised absences. The National Curriculum assessment results for appropriate key stages, with national summary figures. The use of the Welsh language.</p>
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Governors' Annual Report and other Information relating to the Governing Body

This section sets out information published in the Governors' Annual Report to Parents and in other Governing Body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the Governors' Annual Report to Parents are detailed below. Other items are included at governors' discretion.</p> <p>Details of the Governing Body 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 school and amounts paid to governors for expenses. Information about school security. Information about the implementation of the Governing Body's policy on pupils with Additional Learning Needs (ALN) and any changes to the policy during the last year. A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; and details of existing facilities to assist access to the school by pupils with disabilities. The accessibility plan covering policies for increasing access to the school by those with disabilities. How teachers' professional development impacts on teaching and learning. Number of pupils on roll and rates of pupils' authorised and unauthorised absence. National Curriculum assessment results for appropriate key stages, with national summary figures. The targets for Key Stage 2 assessments.</p>
Instrument of Government	<p>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 name of any person entitled to appoint any category of governor. Details of any trust. If the school has a religious character, a description of the ethos of the school. The date the instrument takes effect.</p>
Minutes [1] of meeting of the Governing Body and its committees	Minutes from the Governing Body's board and committee meetings.

Pupils & Curriculum Policies

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

Class	Description
Home - School agreement	A written statement of the school's aims and values, the school's responsibilities, parental responsibilities and the school's expectations of its pupils, for example, homework arrangements.
Curriculum Policy	A statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
SRE Policy	A written statement of policy with regard to sex education.

Collective Worship	A statement of arrangements for the required daily act of collective worship.
Pupil Discipline	A written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

School Policies

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

Class	Description
Reports of Estyn School Inspections under Sections 10 and 23 of the School Inspections Act 1996	A report of an inspection of the school and the summary of the report.
Post Inspection Action Plan	A plan setting out the actions required following an Estyn inspection.
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 of which charges are permitted, for example music tuition, trips.
School Session Times	Details of school session and dates of school terms and holidays.
Additional Learning Needs	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	A written plan of improvements to access for pupils with disabilities.
Health and Safety Policy	A written statement of general policy with respect to health and safety at work of employees and others as well as the organisation and arrangements for carrying out the policy.
Child Protection Policy	A statement of general principles on Child Protection arrangements.
Complaints Procedure	A statement of procedures for dealing with complaints.
Staff Appraisal	A statement of procedures adopted by the Governing Body relating to staff appraisal.
Staff Conduct, Discipline and Grievance	A statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

6. Feedback and Complaints

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 Headteacher, Sully School, Burnham Avenue, Sully, Vale of Glamorgan, CF64 5SU.

If you are not satisfied with the assistance that you get or your complaint has not been resolved 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 deals with formal complaints.

You can contacted the **Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF** or on the **Enquiry/Information Line - 01625 545 745** or by **E-mail - publications@ic-foi.demon.co.uk**

^[1] Some information in Governing Body minutes might be confidential or otherwise exempt from the publication by law.