



THE FOREST FEDERATION

FREEDOM OF INFORMATION PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted and updated with key information by The Forest Federation. The Freedom of Information Act 2000 (FoI) came fully into force on January 1 2005. The Act is fully retrospective, so that any past records which the school holds are covered by the Act. The DfE has issued a Retention Schedule produced by the Records Management Society of Great Britain, to guide schools on how long they should keep school records. It is an offence to wilfully conceal, damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

Requests under FOI can be addressed to anyone in the school; so all staff should be aware of the process for dealing with requests. Requests must be made in writing, (including email), and should include the enquirers name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to an FOI enquiry. There is a time limit of 20 days excluding school holidays for responding to the request.

A copy of this publication scheme is available on our websites: <http://www.theforestfederation.co.uk/>

This publication scheme commits our schools to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

*School information formerly 'prospectus' which includes school session times and term dates, staff information

*Instrument of Governance

*Location and contact information

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Scheme of Delegation

School Budget monitoring form

Funding information

Procurement and contracts

*Appraisal Policy

Reviewed June 2017

*Pay Policy
Staffing and grading structure
Governors' allowances

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

*Federation improvement plan
*Ofsted reports
*SIAMS reports

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Minutes of meetings of the Governing body and its sub-committees (including agendas and supporting papers).
Minutes of staff meetings (including agendas and supporting papers)

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Here is a list of all of the policies and schemes / publications which we hold for The Forest Federation.

The policies are all kept in policy a file, on the Executive Headteacher's computer and the statutory policies are on the school website.

STATUTORY POLICIES

Statutory policies required by education legislation and by other legislation which impact on schools.

They are not all policies, some are registers, minutes etc. and documents which are requirements to be made available and are listed in alphabetical order.

1. Accessibility plan
2. Admissions arrangements
3. Behaviour principles written statement
4. Capability of staff
5. Central record of recruitment and vetting checks
6. Charging and remissions (including lettings)
7. Child protection policy and procedures
8. Complaints procedure statement
9. Data Protection
10. Early Years Foundation Stage (EYFS)
11. Equality information and objectives (public sector equality duty) statement for publication
12. Freedom of Information
13. Governors' allowances
14. Health and safety
15. Instrument of government
16. Minutes of, and papers considered at, meetings of the governing body and its committees
17. Register of business interests of Headteachers' and governors
18. Register of pupils' admission to school
19. Register of pupils' attendance
20. School behaviour
21. School information published on a website
22. Sex education
23. Special educational needs
24. Staff discipline, conduct and grievance (procedures for addressing)
25. Statement of procedures for dealing with allegations of abuse against staff
26. Supporting pupils with medical conditions
27. Teacher appraisal

Reviewed June 2017

28. Teachers' pay

NON-STATUTORY POLICIES

1. *Acceptable use policy (ICT / Mobile phones staff and children)*
2. *Asthma and emergency salbutamol inhaler use*
3. *Attendance*
4. *British Values*
5. *Business continuity and local emergency plans*
6. *CCTV (Rangemore)*
7. *Collective worship*
8. *Debt recovery*
9. *E-Safety*
10. *ICT Security*
11. *Lettings*
12. *Preventing Extremism*
13. *RE (Religious Education)*
14. *Social Networking*
15. *Spiritual, Moral, Social and Cultural.*
16. *Uniform*
17. *Volunteers in school*
18. **Whistle blowing**

GUIDANCE AND PROCEDURES

Whilst we do not need policies for the following areas, we have guidance documents to support consistent, good practice.

- a. Anti-bullying (included in school behaviour)
- b. Assessment (included in curriculum guidelines)
- c. Bereavement
- d. Calculations (included in curriculum guidelines)
- e. Code of conduct (for Governors and staff)
- f. Collective Worship
- g. Curriculum (inc. Information and planning requirements)
- h. Directed Time
- i. Drug Education (included in curriculum guidelines)
- j. Dyslexia Friendly Classroom
- k. English as an Additional Language (included in curriculum guidelines)
- l. Exclusion of pupils (included in school behaviour)
- m. Extended Schools
- n. Financial Procedures – listed in SFVS
- o. Gifted and Talented / More able (included in curriculum guidelines)
- p. Going Home Procedures
- q. Helpers in school / Volunteers
- r. Homework
- s. Induction guidelines and book / pack
- t. Looked after children (included in curriculum guidelines)
- u. Marking
- v. Presentation
- w. Pupil Premium (included in curriculum guidelines)
- x. Transition

HR policies we adopt most current document from the LA (we do not print these and view them online).

- a. Working arrangements e.g. work break, compassionate leave, maternity leave, time off public duties etc.
- b. Disciplinary policy (stat.)
- c. Harassment and bullying

Reviewed June 2017

- d. Managing Attendance at work
- e. (MAPP) Maternity, Adoption, Paternity & Parental
- f. Pay policy (stat.)
- g. Performance improvement (stat.) – listed as staff capability by DfE
- h. Volunteering (staff)

Health and safety procedural / information documents

Accidents	Fire safety	Risk assessments
Alcohol and Substance misuse	Food and Food Safety	Transport
Asbestos	Fridge testing	Violent Incidents
Auditing	Gym equipment	Visits – educational
CCTV	Hazardous substances	Water Hygiene
Communicable disease and infection control	Home working	
COSHH	ICT security and safety	
Critical incidents and business Continuity plan	Induction	
Display Screen Equipment	Intimate care	
Educational Visits	Lone working	
E-Safety	Managing stress	
Electrical Safety	Manual Handling	
Emergency lighting	Noise	
Emergency Procedures	Offensive weapons	
Expectations for use of kitchen area	Physical intervention	

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the school.

Statutory instruments
 'Snow' (emergency) tree

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Extra-curricular activities
 Out of school clubs
 Newsletters
 (where possible) Leaflets, booklets
 Media releases on display

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where a school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact Details

Mrs C. S Gethin (Executive Headteacher)

Ms B Parker (Designated Governor)