



Keelman's Way School

Freedom of Information

The governing body is responsible for maintenance of this scheme.

Introduction: What s 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 the 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
- 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 either available for you on our website to download or available in paper form.

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

At Keelman's Way School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun. Through our teaching we equip children with the skills, knowledge and understanding necessary for them to make informed choices about the important things in school and in their future lives. When it is required, staff advocate the needs of pupils, parents and carers to help give them a voice in making decisions. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives that maximise their independence. We give our pupils the opportunities they need to become active successful, valued members of the wider community.

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 the Governors Annual Report and in other governing body documents.
- Pupils and curriculum – information about policies that relate to pupils and the school curriculum.

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, fax or letter. Contact details are set out below.

Website: Keelmanswayschool.co.uk

Email: Vscott2@keelmanswayschool.co.uk

Telephone: 0191 4897480

Address: Campbell Park Road, Hebburn, Tyne and Wear, NE31 1QY

To help us process your request quickly, please clearly mark any correspondence "Publication Scheme Request). If the information you are looking for is not available via the scheme or 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 internet access, you can access our website using a local library or an internet café.

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. Actively tackling racial discrimination, promoting equal opportunities and good race relations

Classes of information currently published

School prospectus – this section sets out information published in the school prospectus – currently published on the school website.

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the schools discretion

Governors' annual report and other information relating to the governing body

Class	Description
Governors' Annual Report	The governors' annual report is published on website. Additional governor information is available on request
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees in relation to meetings held from Sept 2012 onwards

Pupils and Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum – published on school website

Class	Description
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
Sex education policy	Statement of policy with regard to sex and relationship education
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 for the physical environment and improving delivery of information to disabled pupils
Equality policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Child protection policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Pupil discipline	Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying
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 for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school 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
Staff conduct, discipline and grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

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:

Phil Johnson, Chair of Governors, Keelman’s way School, Campbell Park Road, Hebburn, Tyne and Wear, NE31 1QY

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 545700

Email: publication@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

Spring 2016

To be reviewed- Spring 2018

Signed..... Date.....

Head Teacher

Signed..... Date.....

Chair of Governors