



*The*  
**Hawthorns**  
Primary School

## Freedom of Information Policy

Agreed and Adopted by the Governing Body on: 12 July 2022

Signed : J Shepherd

The policy will be formally reviewed on: July 2025

## **This is The Hawthorns Primary School's Publication Scheme On information available under the Freedom of Information Act 2000**

### **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. .

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information, in compliance with General Data Protection Regulation (GDPR).

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aims and Objectives**

The aim of this publication scheme is to set 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*

### **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 five broad topic areas:

*School Information* – information published on the school website and in the school prospectus.

*Governing Body Information* – information published in the Governors Instrument of Governance and in other governing body documents.

Department for Education funding – gives access to information on the funding received from the Department for Education.

*Pupils & 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.

The majority of information stated within the broad topic areas can be accessed publicly via the school's Learning Platform.

#### 4. 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 as follows:

Email: [admin@hawthorns.wokingham.sch.uk](mailto:admin@hawthorns.wokingham.sch.uk)

Tel: 0118 979 1676

Address: The Hawthorns Primary School, Northway, Wokingham, RG41 3PQ

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 school to ask if we have it.

#### 5. Paying for Information

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. This charge will be that which is deemed sufficient to cover the cost of the time, materials and labour expended in reproduction of the information.

#### 6. Classes of Information Currently Published

**School Information** – this section sets out information published on the school website and in the school prospectus.

Class	Description
School Information	<p>The statutory contents of the school website/prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"><li>• the name, address and telephone number of the school, and the type of school; the names of the headteacher and Chair of Governors</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• Ofsted Reports</li><li>• Exam and Assessment results</li><li>• Performance tables</li><li>• 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</li><li>• information about the school's policy on providing for pupils with</li></ul>



	<p>spent</p> <ul style="list-style-type: none"> <li>• how it made a difference to the PE and sport participation and attainment of the pupils who attract the funding</li> </ul>
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**Pupils and Curriculum Policies** – This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
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	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 Educational Needs Policy . SEND Local Offer Report	Information about the school’s policy on providing for pupils with special educational needs.
Accessibility Plan	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. £
Equality Objectives	Statement of policy for equality under The Equality Act 2010 £
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. £
Behaviour Management Policy	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying. Must comply with section 89 of the Education and Inspections Act 2006. £

**School Policies and other Information related to the School** – This section gives access to information about policies that relate to the school in general

<b>Class</b>	<b>Description</b>
Post-Ofsted Inspection Action Plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character. £
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. £
Health and	Statement of general policy with respect to health and safety at work of

Safety Policy and Risk Assessment	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 Governing body relating to the performance management of staff and the annual report of the headteacher on the effectiveness of appraisal procedures. £
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. £
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the headteacher or Governing body relating to the curriculum £

## 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 The Headteacher, The Hawthorns Primary School.

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**  
**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

This publication works in compliance with our Data Protection Policy including General Date Protection Regulation (GDPR).