



Llanedeyrn  
Primary School

## Freedom of Information Act Policy

**An Act to make provision for the disclosure of information held by public authorities or by persons providing services for them and to amend the Data Protection Act 1998 and the Public Records Act 1958; and for connected purposes.  
[30th November 2000]**

**This is Llanedeyrn Primary School's Publication Scheme on information available under the *Freedom of Information Act 2000*.**

The Governing Body is responsible for maintenance of this Scheme.

### **The Publication Scheme**

One of the aims of the Freedom of Information Act 2000 (FOIA 2000) is that public authorities, including all maintained schools, should be clear and proactive about the information that they will make public. To do this, we must produce a publication scheme setting out:

- the classes of information that 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 on our website to download and print off or available in paper form.

Some information which School holds may not be made public, for example, personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **Categories of Information Published**

The publication scheme guides you to the information that School currently publishes or has recently published or which we shall 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 4 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 & Curriculum – information about policies that relate to pupils and the School’s 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:

- Email:
- Tel: 02920 736420
- Contact Address: Wellwood, Llanedeyrn, Cardiff, CF23 9JN.
- Alternatively, you could visit the School’s website for details - <http://www.llanedeyrnprimary.co.uk/>

To help process requests quickly, correspondence must be clearly marked - **PUBLICATION SCHEME REQUEST** (in CAPITALS).

If the information is not available via the Scheme and is not on the School’s website, then the School may still be contacted to ask if it is available.

### Costs of Information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have internet access, you may 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 in Section 6.

If your request means that School has 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, then we shall 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.

### Classes of Information Currently Published

Class	Description
School Prospectus	The statutory contents of the School Prospectus are as follows (other items may be included in the Prospectus at the School’s discretion):

	<ul style="list-style-type: none"> <li>▪ the name, address and telephone number of the School, and the type of school;</li> <li>▪ the names of the Headteacher and Chair of Governors;</li> <li>▪ information on the School's Admissions Policy;</li> <li>▪ a statement of the School's ethos and values;</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 Additional Learning Needs;</li> <li>▪ number of pupils on roll and rates of pupils' authorised and unauthorised absences;</li> <li>▪ National Curriculum assessment results for appropriate Key Stages, with national summary figures;</li> <li>▪ the arrangements for visits to the School by prospective parents and carers.</li> </ul>
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**Governors' Annual Report and Other Information Relating to the Governing Body**

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	<p>The statutory contents of the Governors' Annual Report to Parents and Carers are as follows (other items may be included in the Annual Report at the School's discretion):</p> <ul style="list-style-type: none"> <li>▪ details of the Governing Body and their category of membership, clearly identifying the chair, vice-chair and secretary;</li> <li>▪ a statement on progress in implementing the Action Plan drawn up following an inspection;</li> <li>▪ a financial statement, including gifts made to the School and amounts paid to governors for expenses;</li> <li>▪ a description of the School's arrangements for security of pupils, staff and the premises;</li> <li>▪ information about the implementation of the Governing Body's policy on pupils with Additional Learning Needs and any changes to the Policy during the last year;</li> <li>▪ arrangements made and facilities provided for pupils with additional learning needs and disabilities to ensure that they are no less favourably treated than other pupils (Article 8 of the 96 Order);</li> <li>▪ description of the steps taken to implement Additional Learning Needs policies, in accordance with Article 9 of the Order;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent these pupils being treated less favourably than other pupils;</li> <li>▪ details of existing facilities to assist access to the School by pupils with disabilities;</li> <li>▪ the accessibility plan covering future policies for increasing access by those with disabilities to the School;</li> <li>▪ a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning;</li> <li>▪ number of pupils on roll and rates of pupils' authorised and unauthorised absence;</li> <li>▪ Curriculum for Wales information;</li> <li>▪ a statement of the extent to which proposals in the Post Inspection Action Plan have been carried into effect.</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>▪ The name of the School;</li> <li>▪ The category of the School;</li> <li>▪ The name of the Governing Body;</li> <li>▪ The manner in which the Governing Body is constituted;</li> <li>▪ The term of office of each category of governor if less than 4 years;</li> <li>▪ The name of any Body entitled to appoint any category of governor;</li> <li>▪ Details of any Trust;</li> <li>▪ The date the Instrument takes effect.</li> </ul>
<b>Minutes(1) of Meetings of the Governing Body and its committees</b>	Agreed minutes of meetings of the Governing Body and its committees in relation to meetings held from March 2004 onwards.
<i>(1) Some information might be confidential or otherwise exempt from the publication by law – School cannot therefore publish this.</i>	
<b>Pupils &amp; Curriculum Policies</b>	
<b>Class</b>	<b>Description</b>
<b>Home – School Agreement</b>	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.
<b>Curriculum Policy</b>	Statement on following the Policy for the secular curriculum subjects and Religious Education; and schemes of work and syllabuses currently used by the School.
<b>Relationships and Sexuality Education Policy</b>	Statement of policy with regard to Relationships and Sexuality Education.

<b>Additional Learning Needs / Inclusion Policy</b>	Information about the School's policy on providing for pupils with Additional Learning Needs.
<b>Accessibility Plans</b>	Plan for increasing participation of pupils with disabilities in the School's curriculum; improving the accessibility of the physical environment and improving delivery of information to these pupils.
<b>Equalities Policy</b>	Statement of policy for promoting Equality as per Section 75 of the 1998 NI Act.
<b>Safeguarding and Child Protection Policies</b>	Statement of policy for Safeguarding and promoting welfare of pupils at the School from March 2004.
<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

### **School Policies and Other Information Related to the School**

<b>Class</b>	<b>Description</b>
<b>Estyn Published Reports referring expressly to the School.</b>	Published Report of the last inspection of the School and the summary of the Report.
<b>Post- Estyn Inspection Action Plan</b>	A plan setting out the actions required following the last Estyn inspection.
<b>Charging and Remissions Policies</b>	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.
<b>School session times and term dates</b>	Details of School sessions and dates of School terms and holidays.
<b>Health and Safety Policy and risk assessment</b>	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.
<b>Complaints procedure</b>	Statement of procedures for dealing with complaints.
<b>Performance Management of Staff</b>	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.
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedures for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
<b>Curriculum Circulars and Statutory Instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Welsh Government's Department of Education to the Headteacher and/or Governing Body relating to the curriculum.

<b>Annex A - Other Documents</b>	Annex A provides a list of other documents that are held by the School and are available on request.
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### Feedback and Complaints

If further assistance is required or a complaint is instigated then initially this should be addressed to:

**Chair of Governors – Mr Alex Ingram**

If a formal complaint needs to be made after the initial stage 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’s Office – Wales  
2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

Telephone: 029 2067 8400  
Fax: 029 2067 8399  
Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

For calls in Welsh - 029 2067 8400. Rydym yn croesawu galwadau yn Gymraeg ar 029 2067 8400.

### Llanedeyrn Primary School Freedom of Information Publication Scheme *Annex A – Further Documents held by the School*

<b>Name of Document:</b>	ICT 360 Cymru Policy
Absconding Policy	Homework
Administering Medication	Literacy and Numeracy
Anti-Bullying	Learning Walks
Assessment #TheLlanWay	Lone Working
Business Continuity Plan	Pay Policy
CCTV	Presentation Policy
CLA #TheLlanWay	Professional Learning
Closing the Gap Policy	Religious Values and Ethics Education
Cluster Attendance Policy – including FPN guidance	Responding to Children’s Work

Code of Conduct Policy	Safer Recruitment #TheLlanWay
Collective Worship Policy	School Redeployment / Redundancy
Disposal Policy	School Toilets
Data Protection	Social Media
DBS	Staff Discipline Policy
Domestic Abuse, Violence Against Women and Sexual Violence	Teaching and Learning #TheLlanWay
Emergency Response Plan	Toileting Policy
EAL #TheLlanWay	Uncollected Child Policy
Fair Processing Notice	Uniform Policy
Fire Safety Plan	Whistleblowing Policy
First Aid	Use of Reasonable Force
Freedom of Information Policy	Visitors and External Speakers
Gifts and Hospitality Policy	Whistleblowing
Healthcare Policy	