



Policy Statements and Procedures

FREEDOM OF INFORMATION POLICY

Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all 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; 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 our publication scheme is either available for you on our website to download and print off 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.

Policy Objectives

Hewens College and the wider Trust is committed to offering pupils a learning experience that is rich, varied and responsive to their needs and abilities. We aim to stimulate enthusiastic and purposeful learning, based on open-minded and skillful enquiry, creative and critical thinking and generous spirit of co-operation. We use a wide range of teaching approaches to encourage the engagement, enjoyment and interest which are essential to good learning.

We have high expectations of our pupils' behaviour, attitudes to work and dress. We expect them to behave at all times in a way that reflects pride in themselves as individuals and as members of the School. We aim for continued improvement in levels of attainment and involve pupils in setting targets and monitoring their own progress, and encourage them to develop a sense of responsibility for their learning.

We strive to create a learning environment that is safe, efficient and attractive, and which reflects pride in our work. In essence, a learning environment that values our pupils and is in turn valued by them; a cohesive community both within and beyond the classroom where we aim to encourage respect for the environment. We provide opportunities for pupils to build a sense of shared responsibility for the School in which we all work and the world in which we live.

At the School, there is a culture of confidence and optimism in which effort, participation and achievement are celebrated. We believe that confidence and good results go together.

We offer awards for good work and behaviour and we celebrate pupils' achievement and

contributions to the life of the School through special achievement assemblies.

We welcome parents, guardians and carers as informed and active partners in the education of their children.

This publication scheme is a means of showing how we are pursuing these aims.

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'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- *Prospectus* – information published in the School prospectus.
- *Local Advisory (Governing) Body* – information published in governing body documents.
- *Pupils and the curriculum* – information about policies relating to pupils and the curriculum.
- *Policies and procedures* - 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 make direct contact with the School or download the document from our website.

Email: hewenscollege1@gmail.org
Website: www.hewenscollege.co.uk
Tel: 020 8573 1039
Address: Hewens Road, Hayes, Middlesex, UB4 8JP

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**'.

If the information you're looking for is not available via the scheme [**and 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 do not have internet access, you can 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 during this policy. 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.

Classes of Information Currently Published

Prospectus – **this section sets out information published in the prospectus and associated documents.**

Class	Description	Cost
Prospectus and associated documents	<p>The School, through its prospectus and associated documents, will meet all of its statutory obligations in providing families with the following information, (other items may be included in the prospectus at the School's discretion):</p> <ul style="list-style-type: none"> the name, address and telephone number of the School the name of the Headteacher information on the policy on admissions a statement of the 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 policy on providing for pupils with special educational needs number of pupils on roll and rates of pupils' authorised and unauthorised absences assessment results for appropriate Key Stages, with national summary figures¹ the destinations of leavers, as appropriate¹ the arrangements for visits to the School by prospective parents, guardians and carers the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places 	<p>Available on the School website.</p> <p>One copy free of charge.</p> <p>Charge made for subsequent copies. (£)</p>

Annual Report and other information relating to the governing body– **this section sets out information published in the Annual Report and in other governing body documents.**

Class	Description	cost
Instrument of Government	<ul style="list-style-type: none"> 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 term of office of each category of governor if less than 4 years The name of any body entitled to appoint any category of governor Details of the Trust If the School has a religious character, a description of the ethos The date the instrument takes effect 	<p>One copy free of charge.</p> <p>Charge made for subsequent copies. (£)</p>
Minutes² of meeting of the	Agreed minutes of meetings of the governing [<i>current and last full academic school year</i>]	£

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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Policies - **This section refers to examples of information regarding statutory policies that relate to pupils and the curriculum.**

Description	Cost
Home – School Agreement	One copy free of charge.
Behaviour	
Sex and Relationships Education	
Special Educational Needs	Charge made for subsequent copies. (£)
Data Protection	
Health and Safety	
Admissions	
Accessibility Plan	
Complaints Procedure	
Freedom of Information	
Equality Plan	
Child Protection	
Early Years Foundation Stage (EYFS)	

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 Chair of the Academy Board, via the School address.

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

Information line: 01625 545 700

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

Website: www.informationcommissioner.gov.uk