



# 026 Freedom of Information Policy

## **Aim of this Policy**

This policy operates in accordance with the schools published Equality Policy.

Under the Freedom of Information Act 2000 all schools are required to have a 'publication scheme' that outlines information which the school produces/holds and is accessible to staff, students, parents or other enquirers, Moseley's Publication Scheme is attached as appendix 1.

Moseley School and Sixth Form aims to enable every child to fulfil their learning potential, help every child develop the skills, knowledge and personal qualities needed for life and work, and this publication scheme is a means of showing how we are pursuing these aims.

Some information which we hold may not be made public, for example personal information.

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

## **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 the section titled '**Classes of Information Currently Published**' 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.
- *Students & Curriculum* – information about policies that relate to students and the school curriculum.
- *School Policies and other information related to the school* - information about policies that relate to the school in general.

## **Core Roles and Responsibilities**

### **Headteacher**

The Headteacher is responsible for ensuring this policy is published and adhered to.

### **Governors**

The Governors will ensure that all members of the Governing Body are aware of this policy and they will monitor the effective implementation.

This policy operates in accordance with the schools published Equality Policy.

<b>Reviewed by:</b>	<b>Governing Body</b>
<b>Date:</b>	<b>January 2020</b>
<b>Date of next review:</b>	<b>January 2022</b>



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## Appendix 1

### Moseley School and Sixth Form Publication Scheme

#### 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: [enquiry@moseley.bham.sch.uk](mailto:enquiry@moseley.bham.sch.uk)

Tel: 0121 566 6444

Contact Address: Moseley School and Sixth Form, Wake Green Road, Moseley, Birmingham, B13 9UU

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please). You will receive a reply within 20 working days.

If the information you're looking for isn't available via the scheme [and isn't on our website], you can still contact the school to ask if we have it.

If you request information relating to personal data, this must be treated as a subject access request (SAR), which is different to the above. If a SAR is made for information containing, in whole or in part, a student's 'educational record' or personal data relating to a student further information should be obtained from the school.

#### 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. Our website is: [www.moseley.bham.sch.uk](http://www.moseley.bham.sch.uk)

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.

#### Classes of Information Currently Published

**School Prospectus – this section sets out information published in the school prospectus.**

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): the name, address and telephone number of the school, and the type of school  the names of the head teacher and chair of governors  information on the school policy on admissions  a statement of the school's ethos and values



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	<p>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 students</p> <p>information about the school's policy on providing for students with special educational needs</p> <p>number of students on roll and rates of students' authorised and unauthorised absences</p> <p>GCSE results in the school, locally and nationally</p> <p>a summary of GCE A/AS level results in the school and nationally</p> <p>the number of students studying for and percentage achieving other vocational qualifications</p> <p>the destinations of school leavers<sup>1</sup></p> <p>the arrangements for visits to the school by prospective parents</p> <p>the number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places</p>
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**Governors' Annual Report and other information relating to the governing body– this section sets out information published in the Governors' Annual Report and in other governing body documents.**

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <p>details of the governing body membership, including name and address of chair and clerk</p> <p>a statement on progress in implementing the action plan drawn up following an inspection</p> <p>a financial statement, including gifts made to the school and amounts paid to governors for expenses</p>

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



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	<p>a description of the school's arrangements for security of students staff and the premises</p> <p>information about the implementation of the governing body's policy on students with special educational needs (SEN) and any changes to the policy during the last year</p> <p>a description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</p> <p>a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</p> <p>number of students on roll and rates of students' authorised and unauthorised absence</p> <p>GCSE results in the school, locally and nationally</p> <p>GCE A/AS and vocational qualification results in the school and nationally</p> <p>the number of students studying for and percentage achieving other vocational qualifications</p> <p>the destinations of school leavers'</p> <p>a statement of the extent to which proposals in the post-inspection action plan have been carried into effect</p>
Instrument of Government	<p>The name of the school</p> <p>The category of the school</p> <p>The name of the governing body</p> <p>The manner in which the governing body is constituted</p> <p>The term of office of each category of governor if less than 4 years</p> <p>The name of anybody entitled to appoint any category of governor</p> <p>Details of any trust</p> <p>If the school has a religious character, a description of the ethos</p>



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	The date the instrument takes effect
Minutes <sup>2</sup> of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

**Students & Curriculum Policies - This section gives access to information about policies that relate to students and the school curriculum.**

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 students for example homework arrangements
Sex & Relationships Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs & Disability Policy	Information about the school's policy on providing for students with special educational needs
Equality Policy	Statement of policy for promoting race equality
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship
Safeguarding & Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school.
Good Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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Moseley School  
and Sixth Form

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students.

inspiring excellence in character and scholarship



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## Policy

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

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.
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	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.
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 head teacher on the effectiveness of appraisal procedures.
Staff Disciplinary Policy and Grievance Policy	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 head teacher or governing body relating to the curriculum.



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Our website is: [www.moseley.bham.sch.uk](http://www.moseley.bham.sch.uk)

## **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.

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. You are required to contact them within 3 months of the date of the reply from the school. They can be contacted at:

*Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF*

or

Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

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