SET SAIL FOR SUCCESS

Freedom of Information Policy

1.   Introduction: what a publication scheme is and why it has been developed

The governing body is responsible for ensuring that the School complies with the Freedom of Information Act 2000 (FOIA). One of the aims of the FOIA 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 adopt and maintain 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*

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.

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

2.   Aims and Objectives

The aims of Mayflower Primary School:

- Access for all to a broad balanced and relevant curriculum, including all the requirements of the National Curriculum, with a particular emphasis towards English, Maths and Science.
- To have high expectations of all children's work and to value their achievements.

- To maintain the highest possible standards of behaviour, discipline and appearance.
- To develop a respect for and awareness of the religious and cultural values of all.
- To understand the difference between right and wrong.
- To foster positive links between home, school and community remembering that the education of a child is a shared responsibility.
- To offer equal opportunities to all irrespective of race, culture, language, gender, religion and physical ability.
- To identify at an early age, develop and monitor children with Special Educational Needs through the whole range of abilities including the high achieving pupil.
- To ensure the acquisition of the knowledge and skills necessary for secondary transfer.
- To encourage the development of self-respect and to establish positive relationships with others in a caring environment.

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

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 seven broad topic areas:

Class 1 – Who we are and what we do
Class 2 – What we spend and how we spend it
Class 3 – What our priorities are and how we are doing
Class 4 – How we make decisions
Class 5 – Our policies and procedures
Class 6 - Lists and registers
Class 7 – The services we offer

4.   How to request information

If a paper version of any of the documents within the scheme is required, the enquirer should contact the school by telephone, email, fax or letter, stating their name and correspondence address, and describe the information requested. Contact details are set out below.

Email: admin@mayflower.towerhamlets.sch.uk

Tel: **020 7987 2782**

Contact Address: Mayflower Primary School, Upper North Street, London, E14 6DU

To assist in processing requests quickly, correspondence should be marked **"PUBLICATION SCHEME REQUEST"**. Requests should be dealt with within 20 days (excluding school holidays).

If the requested information is not available via the scheme, the requestor should be directed to submit a general request for information.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Hard copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)	Hard copy & website	
School prospectus	Hard copy & website	
Annual Report	Hard copy & website	
Staffing structure	Hard copy & website	
School session times and term dates	Hard copy & website	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy, some on website	
Annual budget plan and financial statements	Hard copy	

Capitalised funding	Hard copy	
Additional funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowances	Hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile • Government supplied performance data The latest Ofsted report - Summary - Full report	Hard copy & website	
• Performance management policy and procedures adopted by the governing body.	Hard copy	
Schools future plans	Hard copy	
Every Child Matters – policies and procedures	Hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy & website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: • Charging policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Anti-corruption and Bribery policy • Staff recruitment policies	Hard copy, most also on website	
Pupil and curriculum policies, including: • Health and Relationships (Sex education) • Special educational needs • Accessibility	Hard copy, some also on website	
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	Hard copy	
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Hard copy	
Class 6 – Lists and Registers		

Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	hard copy: some information may only be available by inspection	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers This does not include Attendance records)	Hard copy	

Class 7 – The services we offer

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	hard copy & website; some information may only be available by inspection	
Out of school clubs	Hard copy & website	
School publications	Hard copy & website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets books and newsletters	Hard copy & website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Chair of Governors: ---

Headteacher: ---

Date: ---