

# Harbinger School's Publication Scheme on information available under the Freedom of Information Act 2000

*The governing body is responsible for maintenance of this scheme.*

## **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.

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.

## **2. Aims and Objectives**

The school aims to:

We aim to create an educational community where high standards of learning and teaching enable all children to develop as purposeful, independent learners.

Our school should be a safe and inspiring place for all within it, where mutual respect and co-operation can flourish, allowing personal challenge and preparation for citizenship.

To achieve our aim we intend:

to deliver the National Curriculum in a manner that motivates children to achieve highly, reflect on their own progress and value their own success;

to ensure each child has access to the whole curriculum in order to promote equality of opportunity;

to ensure each child reaches levels reflecting their ability in national testing, without compromising their achievement and experience of the broader curriculum;

to work co-operatively with parents and carers, recognising their importance in supporting children's learning.

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 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.

*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.

### **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, fax or letter. Contact details are set out below.

Website: [www.harbingerschool.co.uk](http://www.harbingerschool.co.uk)

Email: [admin@harbinger.towerhamlets.sch.uk](mailto:admin@harbinger.towerhamlets.sch.uk)

Tel: 020 7987 1924

Fax: 020 7538 8966

Contact Address: **Harbinger School, Cahir Street, London E14 3QP**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

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.

### **5. 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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. Additional copies or copies for students will incur a small charge for paper, photocopying and postage. 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.

## 6. Classes of Information Currently Published

**School Prospectus** - this section sets out information published in the school prospectus and **Information relating to the governing body**

Class	Description
School (online) Prospectus and Governors Information	<p>The statutory contents of the school prospectus are as follows:</p> <p>type of school:</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school</li> <li>• the names of the head teacher and chair of governors</li> <li>• name and address of clerk to governors</li> <li>• information on the school policy on admissions</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 (Collective Worship Policy)</li> <li>• information about the school's policy on providing for pupils with special educational needs (Entitlement Policy)</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• the arrangements for visits to the school by prospective parents</li> <li>• the school's policy on behaviour</li> <li>• the school's charging and remissions policy</li> <li>• information on how to access admissions information on the local authority's website which includes a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities;</li> <li>• the accessibility policy</li> <li>• the school's most recent inspection report</li> <li>• the School Performance Tables published on the Department for Education's website</li> <li>• progress in implementing the action plan drawn up following an inspection (School Development Plan)</li> </ul> <p>National Curriculum assessment results for appropriate Key Stages, with national summary figures including the most recent results, provided under the following headings (as published online by the DfE)</p> <ul style="list-style-type: none"> <li>• A financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absence.</li> </ul>
Instrument of Government	<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> </ul>

Minutes <sup>1</sup> of meeting of the governing body and its committees	Requested from school office
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**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils 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 pupils for example homework arrangements
Curriculum Policies	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 (SRE)	Statement of policy with regard to sex and relationship education
Entitlement Policy (SEN)	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans (SEN)	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.
Single Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour policy/ Anti-Bullying Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

**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 and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
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

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

School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	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 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 head teacher or governing body relating to the curriculum
Other documents	A list of other documents that are held by the school are available on request

## 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, Harbinger School, London E14 3QP***

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***

*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)**