



RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School

Approach Road, London E2 9LY

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Interim Head Teacher: Rob Hullett

“Achieving Excellence by Unlocking Potential”

FREEDOM OF INFORMATION POLICY

Change History

Date	What changed	Committee Approved	Date
26 NOV 2004	New	24 February 2005	
21 JAN 2008	Full Review	14 February 2008	
21 SEP 2016	Full Review	18 October 2016	
Derivation	DCSF Guidance received from LBTH		
Revision Policy	Scheme is approved until 28 February 2008		

One of the aims of the Freedom of Information Act 2000 (referred to as FoIA in the body of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they make public.

Introduction:

One of the aims of the Freedom of Information Act 2000 (referred to hereafter as FoIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public; the governing body is responsible for the maintenance of this scheme.

To this end, we set 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 that 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.

Aims

The school aim is to develop self-disciplined and caring individuals within a safe, stimulating and Christian environment, dedicated to equality of opportunity in the pursuit of academic, social and spiritual excellence and this publication scheme describes 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’; these are given in section 6.

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

School Prospectus – information published in the school prospectus.

Governors' Documents – information published, on line, 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.

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.

Email: success@rainesfoundation.org.uk
Approach Road
Bethnal Green
London E2 9LY
Tel: 02088 981 1231, Fax: **020 8983 0153**

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

If the information you require is not available via the scheme, 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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request involves a lot of photocopying or printing, or a high postage charges, or is for a priced item (*i.e.* 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

School Prospectus

This section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p data-bbox="440 709 1117 743">The contents of the school prospectus are as follows:</p> <ul data-bbox="440 783 1382 1285" style="list-style-type: none"><li data-bbox="440 783 1382 852">○ the name, address and telephone number of the school, and the type of school<li data-bbox="440 858 889 892">○ the name of the Head teacher<li data-bbox="440 898 878 932">○ information of how to apply<li data-bbox="440 938 943 972">○ a statement of the school's vision<li data-bbox="440 978 824 1012">○ the history of the school<li data-bbox="440 1018 886 1052">○ information about sixth form<li data-bbox="440 1058 1360 1127">○ a brief description of the curriculum for Key Stage 3, Key Stage 4 and Key Stage 5 (Sixth Form)<li data-bbox="440 1134 1338 1203">○ pastoral care – what support is offered to ensure that all children achieve their best<li data-bbox="440 1209 1377 1285">○ assessment and how parents and carers are kept informed of pupils' progress

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

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, which may be viewed on line either on the school web-site or through the DCSF.

Class	Description
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<p>Governors' Annual Report</p>	<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> <ul style="list-style-type: none"> ○ details of the Governing Body membership, including name and address of chair and clerk ○ a statement on progress in implementing the action plan drawn up following an inspection ○ a financial statement, including gifts made to the school and amounts paid to governors for expenses ○ a description of the school's arrangements for security of pupils staff and the premises ○ information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year ○ 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; the accessibility plan covering future policies for increasing access by those with disabilities to the school ○ a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning ○ number of pupils on roll and rates of pupils' authorised and unauthorised absence ○ National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/BTec results in the school, locally and nationally ○ GCE A/AS and vocational qualification results in the school and nationally ○ the number of pupils studying for and percentage achieving other vocational qualifications ○ the destinations of school leavers¹ ○ a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
<p>Class</p>	<p>Description</p>

Minutes ² of meeting of the Governing Body and its committees	Agreed minutes of meetings of the governing body and its committees for the current and last full academic school year.
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Some information might be confidential or otherwise exempt from the publication by law – this cannot therefore be published

Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Sex and Relationship Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Inclusion Policy	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.
Racial Equality Policy	Statement of policy for promoting race equality
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship

Class	Description
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour for Learning Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
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 on 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 Policy & Procedure	Statement of procedures for dealing with complaints from parents

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Class	Description
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 for Children, Schools and Families to the head teacher or governing body relating to the curriculum

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

Feedback and Complaints

We welcome any comments or suggestions 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 this should initially be addressed to The Headteacher, Raines Foundation School, Approach Road, Bethnal Green, London E2 9LY.

If you are not satisfied with the assistance you receive 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 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.

Website : www.informationcommissioner.gov.uk

Annex A – Further Documents Held by the School

Name of Document	Description