

**Kings Langley Primary School  
Freedom of Information Scheme  
(Under the Freedom of Information Act 2000)**

updated March 2018

The Governing Body is responsible for maintenance of this scheme.

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

One of the aims of the Freedom of Information Act 2000 (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 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.

**Our Vision**

We aim to create an environment which provides the best possible opportunities for learning.

We will support and encourage our children to learn and develop knowledge and skills, enabling them to contribute to our local and global communities.

This is a place where children want to come to school and where everyone is proud to work and do their best.

Kings Langley Primary School is a caring and cared for school; and, we look forward to welcoming all who want to become part of our learning community.

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'. 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:

- The School Prospectus**
- Governors' Documents**
- Policies Relating to learning**
- School Policies and other information related to school organisation**

### **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: **admin@ kingslangley-pri.herts.sch.uk**

Tel: **01923 - 263321**

Fax: **01923 - 270809**

Contact Address: **Kings Langley Primary School, Common Lane, Kings Langley, Herts., WD4 8DQ**

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.

### **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. 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.

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

### **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.

### **Sex Education Policy**

Statement of policy with regard to sex and relationship education.

### **Special Educational Needs Policy**

Information about the school's policy on providing for pupils with special educational needs.

### **Accessibility Plans**

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.

**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 (from March 2004).

**Behaviour 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.****Published OFSTED REPORTS**

Published report of the last inspection of the school.

**Charging and Remissions Policy**

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 and Risk Assessments**

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 for the performance management of staff and the annual report of the head teacher on its effectiveness.

**Staff Conduct, Discipline & Grievance**

Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

**Other documents** The school will provide other documents which are available on request.

Our website is: [www.kingslangley-pri.herts.sch.uk](http://www.kingslangley-pri.herts.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:

**Mrs Paula Harris, Headteacher, Kings Langley Primary School, Common Lane, Kings Langley, Herts, WD4 8DQ.**

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**

**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)**