



PINNACLE SCHOOLS FEDERATION
Freedom of Information Publication Scheme

Author/Person Responsible	<i>Executive Headteacher</i>
Date of Ratification	<i>20th May 2024</i>
Ratification Group	<i>FGB</i>
Review Frequency	<i>3 yearly</i>
Review Date	<i>May 2027</i>

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies or Procedure	Fol Scheme Policy	DATE:	23.04.24
CARRIED OUT BY:	Helen Parry	APPROVED BY:	Mike Riches

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	No impact	
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	No impact	
Gender reassignment	No impact	
Marriage and civil partnership	No impact	
Pregnancy and maternity	No impact	
Race	No impact	
Religion and belief (practices of worship, religious or cultural observance, including non-belief)	No impact	
Gender identity	No impact	
Sexual orientation	No impact	

Any adverse impacts are explored in a Full Impact Assessment.

1.0 Introduction

1.1 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.

1.2 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*

1.3 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.

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

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

2.0 Categories of information published

2.1 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.

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

- School General Information – *information published on the school websites relating to the work of the school*
- 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*

3.0 How to request information

3.1 If you require a paper version of any of the documents within the scheme, please contact the specific school by telephone, email or letter. Contact details are set out below.

Hawkesbury Primary School

- Email: enquiries@hawkesbury.org.uk
- Tel: 01454 238629
- Address: Hawkesbury CE VC Primary School, High Street, Hawkesbury Upton, GL9 1AU
- Website: <https://hawkesburyprimaryschool.co.uk>

Iron Acton Primary School

- Email: enquiries@ironactonprimaryschool.co.uk
- Tel: 01454 228322
- Address: Iron Acton CE VC Primary School, Wotton Road, Iron Acton, BS37 9UZ
- Website: <https://www.ironactonprimaryschool.co.uk/>

3.2 To help us process your request quickly, please clearly mark any correspondence **“FREEDOM OF INFORMATION REQUEST”**

4.0 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.

5.0 Classes of Information Currently Published

All statutory policies are available on the school website

School Information – this section sets out school information published on the school website

Class	Description
School Information (£)	<p>The statutory pieces of school information for publication are as follows:</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the name of the member of staff who deals with queries from parents or other members of the public • the name and contact details of the special educational needs co-ordinator • information on the school policy on admissions • information on the school's policy on uniform • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination • the school's use of the pupil premium funding • the school's use of the sports premium funding • information about the school's policy on providing for pupils with special educational needs • attendance figures • National Curriculum assessment results for appropriate Key Stages, with national summary figures • links for Ofsted reports • Governor information and duties • Financial information related to staff earning over a specific amount

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

Class	Description
Curriculum Documents	Curriculum overview documents for each class showing subjects, topics and broad objectives.
Relationships & Sex Education Policy	Statement of policy with regard to relationships & sex education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	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
Equalities Policy	Statement of policy for promoting equality as per Equalities Act 2010

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
Anti-bullying policy Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Executive Headteacher 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
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
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

6. 0 Feedback and Complaints

6.1 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 Executive Headteacher

6.2 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.

Website : www.informationcommissioner.gov.uk