



The Westwood School

Freedom of Information Policy -

The Governing Body of The Westwood School is responsible for maintenance of this policy.

Introduction

One of the aims of the Freedom of Information Act 2000 (referred to as the FOIA in the remainder of this policy) is to ensure that public bodies, including all maintained schools, should be clear and proactive about the information that they make public.

In order to do this we must produce a model publication scheme setting out:

- The classes of information which we publish or intent to publish.
- The manner in which the information will be published.
- Whether the information is available free of charge or on payment.

This model scheme covers information already published and information which is to be published in the future. All information in our FOI publication scheme is or can be made available in paper form.

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

This scheme conforms to the model scheme for school's approved by the Information Commissioner.

Aims and Objectives

The Westwood School is a Trust School which also means that we hold charitable status and the school is also registered as a business at Companies House. The Westwood School aims to provide:

- An educational experience of the highest standard for all our students
- To ensure that we provide the highest quality education and opportunity for all our students, regardless of their ability, race, gender or religion.
- To promote the achievement of each individual child and develop their individual abilities and aptitudes to the full.
- To provide a caring, orderly and secure teaching and learning environment.
- The development of personal and social skills that will enable our students to approach adult life with confidence.
- To enable all students to develop self-discipline and independent learning skills.

- To provide a broad, balanced and relevant curriculum appropriate to the needs, abilities and aptitudes of each student, within the framework of the National curriculum.
- To ensure we address and meet the learning educational needs of all our students, to include those who are gifted and talented.
- To foster the physical, spiritual, moral, aesthetic and social development of all students. To help all students to understand the multi-cultural, multi-ethnic and multi-faith society in which we live.

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 information is split into categories of information known as ‘classes’ of information. These are contained within section 6 of this document. 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 Governing Body documents, e.g. agendas and meeting minutes. Information relating to The Westwood Trust and it’s Board of Trustees.
- Students and Curriculum – information about policies that relate to students 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, e mail, fax or letter. Contact details are set out below:

E – Mail	admin@westwood.coventry.sch.uk
Telephone	024 7646 7779
Fax	024 7646 7321

Contact Address:	The Westwood School Mitchell Avenue Coventry CV4 8DY
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To help us process your request quickly, please clearly mark any correspondence “FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST”

If the information you’re looking for isn’t available via the publication scheme you can still contact the school to ask if we have it or could obtain it for you.

Paying for Information

Information published on our website is free, although you may incur a cost from your Internet service provider, if you do not have Internet access you can access our website using a local library or Internet Café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we are obliged to undertake a lot of photocopying or printing, or to pay a large postage charge, or your request is for a priced item such as some printed publications or videos, DVD's we will advise you of the cost before fulfilling your request. Where there is or may be a charge this will be indicated by a £ sign in the description box. Black and white photocopies will be charged at 2p per sheet and colour 5.5p per sheet (actual costs to school). Postal charges will be charged as advised by Royal Mail and will pertain to your own request for postage – e.g. First, second or recorded delivery etc. Once your request has been quantified we will issue you with a fees notice in advance of you receiving any information or documentation from the school. This notice must be paid within 3 months or we will deem your request to be null and void.

School Prospectus - this section sets out information published in the school prospectus.

Class	Description - £
School Prospectus	<p>The statutory contents of the school prospectus are as follow: (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • The name, address and telephone number of the school. And the type of school. • The names of the Head Teacher and the Chair of Governors. • Information on the school policy on admissions. • A statement of the school's ethos and values. • Information about the school's policy on providing for students with special educational needs. • Numbers of students on roll and rates of students' authorised and un-authorised absences. • National curriculum assessment results for appropriate Key Stages, with national summary figures. • GSCE/GNVQ results in the school, locally and nationally. • A summary of GCE/A/AS level results in the school and nationally. • The number of students studying for and percentage achieving other vocational qualifications. • The destination of school leavers¹. • The arrangements for visits to the school by prospective parents. • The number of places for students of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places.

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

Governing Body and Board of Trustees

This section sets out information published in governing body documents.

Class	Description - £
Instrument of Governors	<ul style="list-style-type: none">• The name of the school.• The schools' ethos statement.• The fact that the school is a Trust School.• The name of the governing body.• The manner in which the governing body is constituted.• The term of office of each category of governor if less than 4 years.• The name of the person or body entitled to appoint any category of governor.• The date the instrument takes effect.
Minutes ² of meeting of the governing body and its committees.	<ul style="list-style-type: none">• Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

Students and Curriculum Policies

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

Class	Description - £
Home/ School Agreement	Statement of the schools' aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its students, e.g. homework arrangements
Sex Education Policy	Statement on policy with regards to sex and relationships
Special Education Needs Policy	Information about the school's policy on providing for students with special educational needs.
Disability & Accessibility Policy	Policy for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students and their families/carers.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school.

² Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

Anti Bullying Policy	Statement describing the schools policy on bullying.
Race Equality Policy	Statement of policy for promoting race equality.
Marking Policy	Statement on the marking of student's work.
Attendance Policy	Statement on the school's attendance policy and guidelines.
Admissions Policy	The school operates within and to the City Council's corporate admissions guidelines.
Behaviour Policy	Statement of general principles on behaviour and discipline.

School Policies and other information relating to the school.

This section gives access to information about policies that relate to the school in general.

Class	Description - £
Published inspection reports referring expressly to the school	Inspection report of the last Ofsted inspection of the school and the summary of the report.
Post inspection action plans	A plan setting out the actions required following the last Ofsted inspection.
Charging & 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, e.g. school publications, music tuition, and educational visits.
Curriculum circulars & statutory instruments	As available from DCSF etc
Continuing Professional Development & Performance Management	Statement of procedures adopted by the governing body relating to the performance and management of school staff.
Complaints Procedure	The school has adopted the model policy as approved by Coventry City Council.
Health & Safety Policy	Statement of general policy with respect to Health & Safety at work of employees (and other) and the organisation and arrangements for implementing the policy.
Annual Budget plan & financial statements	Information relating to the devolved LA budget for the school. How we procure goods and services, capital and additional funding. Financial audits.
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

Feedback and Complaints

We welcome any comments or suggestions you may have about this publication scheme. If you wish to make any comments, or you require further assistance or you wish to make a complaint then initially this should be addressed to:

E – Mail admin@westwood.coventry.sch.uk
Telephone 024 7646 7779
Fax 024 7646 7321

Contact Address: The Westwood School
 Mitchell Avenue
 Coventry
 CV4 8DY

If you are not satisfied with the assistance you receive or if we have not been able to resolve your complaint and you believe that a formal complaint is required 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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 08456 30 60 60 or 01625 54 57 45 / **Fax:** 01625 524510

Website - www.ico.gov.uk – which also holds online contact information for all departments and all e mail contact.

Annex A – Further documents held by the school - £

Best Value Statement & Policy

The Westwood School – Freedom of Information Policy – March 2009

Care & Control
Data Protection
Debtors Policy
Development Fund Statement
Disposal of Equipment
Driving & Minibus Policy
Educational Visits Policy
E mail & Internet Use – Corporate Guidelines
Emergency procedures
Entitlement & Achievement – booklet
Exclusion Policy
Food Policy
Fire Drill & Fire Safety policy
First Aid Policy
Governor Allowance Policy
Inventory & Write off statement
Lettings Brochure
Literacy Policy
Local Asbestos Management Plan
Lone Working Policy
Marking Policy
New & Expectant Mothers Policy
No Smoking Policy
Numeracy Policy
Promoting Health at Work – corporate statement
School Safety Policy
School Security statement
Stress Management – corporate guidelines
Substance use/ Misuse Policy
Whistleblowing Policy