



**EAST CROMPTON ST JAMES' C.E. (V.A.) PRIMARY SCHOOL**  
St. James' Street, Shaw, Oldham OL2 7TD Tel: 01706 847360

# **INFORMATION SHARING POLICY**

**DECEMBER 2014**

## **Introduction**

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. This document is to 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.

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

## **Categories of Information Published**

The classes of information we make available are :

School Prospectus  
Governors' Documents  
Pupils and Curriculum  
School Policies and other information related to the school

## **How to Request Information**

If you require a paper version of a document, please contact the school in writing to the following address:

Mr A Laskey  
Executive Headteacher  
East Crompton St James' Primary School  
St James Street  
Shaw  
Oldham  
OL2 7TD

Most documents are available on our website [www.stjames-school.co.uk](http://www.stjames-school.co.uk)

## **Paying for Information**

Most information available from school is free of charge. If, however, the information requested means that we need to do a lot of photocopying or takes up a lot of staff time, there may be a charge incurred.

If there is a charge, we would contact you to confirm this before we start the work.

## Classes of Information Currently Published

School Prospectus – This section sets out the information published in the school prospectus.

<b>Class</b>	<b>Description</b>
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"><li>• The name, address and telephone number of the school.</li><li>• The type of school and the names of the Executive Headteacher and Governors.</li><li>• Information on the Admission Policy</li><li>• The School's Ethos and Values</li><li>• Affiliations with a particular religion, the religious education provided and details of the parents' right to withdraw their child from religious education and collective worship.</li><li>• Details on the Special Educational Needs Policy.</li><li>• Number of pupils on roll and pupil absence information.</li><li>• National Curriculum Assessment results for appropriate Key Stages, with National summary figures.</li><li>• The arrangements for visiting the school for prospective parents.</li></ul>

**School Profile 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.

<b>Class</b>	<b>Description</b>
<b>School Profile</b>	The contents of the School Profile will be on the School Website
<b>Instrument of Government</b>	<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> <li>• The term of office of each category of Governor is less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• A description of the School ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes of meeting of the Governing Body and it’s Committees (any information that is classed as confidential or exempt from publication by law will not be published)</b>	Agreed minutes of meetings of the Governing Body and its Committees (for the current and last academic school year)

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

<b>Class</b>	<b>Description</b>
Home- School agreement	The school's aims and values, the school's responsibilities and the school's expectation of it's pupils.
Curriculum Policy	The School's policies on curriculum subjects, religious education, schemes of work and syllabuses.
Sex Education & Relationship Policy	Policy with regard to sex and relationship education.
Special Educational Needs Policy	The School's policy on providing for Pupils with Special Educational Needs.
Accessibility Plans	Plan for increasing participation of Disables Pupils in the School's curriculum, improving the accessibility of the physical environment and improving delivery of information to Disabled Pupils.
Race Equality Policy	Policy for promoting Race Equality.
Collective Worship	Arrangements for the required daily act of collective worship.
Safeguarding	Policy for Safeguarding and promoting welfare of pupils at the School.
Pupil Discipline	Policy 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.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring 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.
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.
Charging and Remissions Policies	The School's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted.
School session times and term dates	Details of school session and dates of School terms and holidays.
Health and Safety Policy and Risk Assessment	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	Procedures for dealing with complaints.
Performance Management of Staff	Procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.
Staff Conduct, Discipline and Grievance	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 Executive Headteacher or Governing Body relating to the Curriculum.
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## **Feedback and Complaints**

If you have any feedback, or are unhappy with anything within this policy, please contact:

Mr A Laskey  
Executive Headteacher  
East Crompton St James School  
St James Street  
Shaw  
Oldham  
OL2 7TD

If, after you have contacted School about a complaint, you feel this has not been dealt with correctly, you can contact:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Or visit [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)