



# Freedom of Information Policy

Our full title and address for sending requests for any documents is:

Cadoxton Primary School  
Victoria Park Road  
Cadoxton  
Barry Island Primary CF63 2JS

The person responsible for maintenance of this scheme is:

Mrs Janet Hayward (Headteacher)

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

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.

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
- \* 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 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.

## 2. 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 5 of this scheme. 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 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 - information about policies that relate to the school in general.

### 3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme, you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: [cadoxtonps@valeofglamorgan.gov.uk](mailto:cadoxtonps@valeofglamorgan.gov.uk)

Tel: 01446 741518

Contact Address: Cadoxton Primary School, Victoria Park Road, Cadoxton, BARRY. CF632JS

To help us process your request quickly, please clearly mark any correspondence "PUBLICATIONS SCHEME REQUEST" (in bold CAPITALS).

### 4. Paying for information

Single copies of information covered by this publication scheme are provided free. However, 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 for a particular item this is indicated in Section 5 by a £ sign following the description of the item.

## 5. Classes of Information Currently Published

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

### Class Description

#### School

#### Prospectus

The statutory contents of the school prospectus are as follows, (other items are included at the school's discretion):

1. The name, address and telephone number of the school and the names of the head teacher and of the chair of the governing body.
2. The classification of the school.
3. The language category in the most recent PLASC return to the Welsh Ministers which most closely describes the school.
4. In relation to schools other than special schools, particulars of the admissions policy adopted for the school in relation to each age at which pupils are admitted to the school (including ages above and below compulsory school age).
5. Where there are specific arrangements for parents who are considering sending their child to the school to

visit it, details of those arrangements.

6. A statement on the curriculum and organisation of education and teaching methods at the school, including details of any special arrangements in the curriculum or otherwise for particular categories of pupils, including those with statements of special educational needs made pursuant to section 324 of the 1996 Act(2).

7. A summary of the policy adopted for the school by the governing body in relation to children with special educational needs as it appears from the information published by the governing body under regulations 3 to 4 of the Education (Special Educational Needs) (Information) (Wales) Regulations 1999(3).

8. A brief statement on the ethos and values of the school.

9. A brief statement on who has been designated as the member of staff at the school as having responsibility for promoting the educational achievement of looked after children and of that person's role and a brief statement on the policies adopted for the school to support and promote the educational achievement of looked after children.

10. Information as to the manner in which complaints are to be made under arrangements made pursuant to section 409 of the 1996 Act(4).

11. A summary of the content and organisation of that part of the curriculum relating to sex education (where such education forms part of the secular curriculum of the school).

12. A summary of any careers education provided by

the school and any arrangements made for work focussed experiences for pupils.

13. A summary of any sporting aims of the school and of the provisions made for pupils at the school to participate in sport including a summary of the provision

made for extra curricular sports activities.

14. The affiliations, if any, of the school with a particular religion or religious denomination.

15. Without prejudice to paragraph 15 a brief summary of the religious education provided at the school.

16. Information as to any determination made by a standing advisory council in respect of the school under section 394 of the 1996 Act(6).

17. A summary of the charging and remissions policies determined by the governing body of the school under section 457 of the 1996 Act. 20. For the admission school year— (a)the times at which each school session begins and ends on a school day; and . (b)the dates of school holidays (including half term holidays) during the admission school year.

18. A summary of any special arrangements for the admission of disabled pupils to the school and for enabling such pupils to have access to any part of the school premises, together with particulars of any steps which have been taken to prevent disabled pupils from being treated less favourably than pupils who are not disabled.

19. A summary of any policies adopted by the governing body of the school with respect to equal opportunities.

20. A summary of the arrangements made for the

security of the pupils and staff at the school and the school premises.

21. A summary of the provisions contained in the home-school agreement adopted by the governing body of the school under section 110(1)(a) of the 1998 Act(7).

22. Changes in respect of any matter mentioned in the preceding paragraphs which it has been determined will be made after the start of the school year to which the particulars relate.

23. (1) A brief statement as to the use of the Welsh language in the school by pupils of all age groups or of different age groups including, in particular— (a)the use of Welsh in each key stage as the language in which instruction is given in all or any subjects forming part of the curriculum and, where instruction in any such subject is given in Welsh of the extent, if any, to which alternative instruction in English is available in that subject; . (b)of the extent, if any to which Welsh is the usual language of communication at the school; . (c)any restriction that applies to a parent's ability to choose the language in which instruction is given; and . (d)a brief description of the arrangements at the school to facilitate continuity in the extent of the instruction in Welsh for pupils— . (i)whilst registered at the school; and . (ii)transferring from the school, where that school is a primary school, to a secondary school. . (2) Details of any exemption from the National Curriculum in Welsh under section 112, 113 or 114 of the 2002 Act but not so as to identify any individual pupils affected. 27. The most recent school comparative information in relation to the school's



performance in end of foundation phase assessments and end of key stage assessments published by the Welsh Ministers on DEWi. 30. (1) The number of unauthorised absences and authorised absences in the reporting school year expressed as a percentage of the total number of possible attendances in that year. (2) For the purposes of this paragraph "the total number of possible attendances" means the number produced by multiplying the number of registered pupils in the school at the beginning of the reporting year by the number of school sessions in that year.

*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.*

### *Class Description*

#### *Governors' Annual Report*

The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):

A. Details of the arrangements for the next annual parents' meeting to include time, place, purpose and agenda, and a report on any consideration made in relation to any resolutions passed at the previous annual meeting. (if governing body decides to hold meeting)

B. Details about the members of the governing body

and the clerk to include: \* name \* category of governor \* if they are an ex-officio governor \* if they are not an ex-officio governor the date on which their term of office comes to an end \* if an appointed governor, who appointed them \* the name and address of the chair and the clerk Information, if available, about the arrangements for the next election of parent governors.

C. A financial statement, to include: \* The section 52 statement provided by the local authority; \* A summary of how the school's budget was used; \* Details of any gifts and their use \* Details of the total amounts paid for travel and subsistence to members of the governing body.

D. The most recent school comparative report(s) of performance in end of key stage teacher assessments (DEWI contextual reports) and, for schools with pupils following key stage 4 study programmes, the most recent Summary of Secondary School Performance (SSSP).

E. The most recent annual attendance and absence figures for the school.

G. Details of the steps taken to develop and strengthen the school's links with the community including with the police.

H. The most recent targets for improvement and for reducing absences agreed by the governing body with the local authority.

I. Details of arrangements for pupils to participate in sport and extra-curricular sports activities.

J. A summary of any review undertaken and any action

taken as a result and details of any policy or strategy adopted by the governing body.

K. Details of the term dates and session times for the school for the year for which pupils are being invited to apply for admission.

L. Information about any changes to information in the school prospectus.

M. Information about the curriculum, the organisation of education and teaching methods. This should include details of any special arrangements made for particular groups of pupils including those with special educational needs.

N. The language of the school as shown in their PLASC category

O. A brief statement about the use of the Welsh language in the school, to ensure that parents and prospective parents can gain a full understanding of the linguistic character of the school. This should include: a. use of Welsh as a language of instruction in different key stages, different subjects and if appropriate the availability of alternative instruction in English; b. details about the use of Welsh as a usual language of communication at the school outside of formal instruction; c. any restriction to the ability to choose the language of instruction; d. arrangements at the school for facilitating continuity for pupils instructed through the medium of Welsh whilst registered at the school or when transferring from primary to secondary school; e. details of any exception from the National Curriculum in Welsh as long as inclusion of this information does not identify an

individual pupil affected.

P. A brief statement about the provision of toilet facilities for pupils and the arrangements made to ensure their cleanliness.

Q. Information on the action taken to promote healthy eating and drinking by pupils of the school. NB Items in bold must be included in a summary report

Instrument of

Government \* The name of the school. \* The category of the school. \* The name of the governing body. \* The manner in which the governing body is constituted. \* The name of any person entitled to appoint any category of governor.

\* Details of any trust. \* If the school has a religious character, a description of the ethos of the school. \* The date the instrument takes effect.

Minutes of meeting of the Governing Body and its committees

[1] Minutes from governors board and committee meetings

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

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

Class Description

Home - school agreement

Written 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.

Curriculum Policy Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.

#### Sex Education Policy

Written statement of policy with regard to sex education.

#### Collective Worship

Statement of arrangements for the required daily act of collective worship.

#### Pupil Discipline

Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

School Policies - this section gives access to information about policies that relate to the school in general.

#### Class Description

Reports of Estyn School Inspections under Sections 10 and 23 of the School Inspections Act 1996  
Report of an inspection of the school and the summary

of the report.

#### Post Inspection action plan

A plan setting out the actions required following an Estyn inspection.

#### 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 of which charges are permitted, for example music tuition, trips.

#### School session times

Details of school session and dates of school terms and holidays.

#### Special Education Needs

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

#### Accessibility Plans

Written plan of improvements to access for pupils with disabilities.

#### Health and Safety Policy

Written 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.

#### Child Protection Policy Statement of general principles

on Child Protection arrangements.

Complaints procedure

Statement of procedures for dealing with complaints.

Performance Management Statement of procedures adopted by the governing body relating to Performance Management.

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.

## 6. 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 need to make a complaint then initially this should be addressed to:

Mrs Janet Hayward  
Headteacher  
Cadoxton Primary School  
Victoria Park Road  
Barry  
Vale of Glamorgan  
CF63 2JS

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 545 745

E-mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)