

Reviewed September 2021  
Review due September 2023

Kerry Sternstein

Reviewed Sept 2020  
Reviewed Sept 2023  
Review due Sept 2026



***'Improving the quality of family life'***

## **Freedom of Information Policy**

### **Introduction:**

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 way 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 for you on our website to download and print off.
- 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

### **Aims and objectives**

Snowflake School aims to:

Enable every child to fulfil their learning potential, with education that meets the needs of each child

Help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

### **Categories of information published**

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

- School Prospectus - information published in the school prospectus
- 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.

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### **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, or letter.

#### **Contact details are set out below:**

School telephone: +44 (0)20 7370 3232

Email: [info@snowflakeschool.org.uk](mailto:info@snowflakeschool.org.uk)

Website: [www.SnowflakeSchool.org.uk](http://www.SnowflakeSchool.org.uk)

If the information you're looking for is not 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 the internet, 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 requires a lot of photocopying or printing, or 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.

### **Classes of information currently published**

#### ***School Prospectus***

The prospectus will be available at least six weeks before the final date by which parents are asked to apply for admission or to express a preference. Our school prospectus covers:

- arrangements for the admission of pupils with disabilities
- details of steps to prevent disabled pupils being treated less favourably than other pupils
- details of existing facilities to assist access to the school by pupils with disabilities
- mention of the accessibility

The school has the option to include additional information.

#### **Pupil and Curriculum Policies:**

This section gives access to information about policies that relate to pupils and the school curriculum:

##### ***Curriculum Policy***

Statement on following the policy for the curriculum subjects, schemes of work and syllabuses currently used by the school.

##### ***Sex & Relationship Education Policy***

Statement of policy regarding sex and relationship education

##### ***Special Education Needs & Disabilities Policy***

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

##### ***Accessibility Plan***

Information about how the school addresses the statutory requirements of the Equality Act 2010 and the Special Educational Needs and Disabilities (SEND) Code of Practice of September 2014.

##### ***Equal Opportunities Policy***

Information on how the school has due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between groups.

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### ***Child Protection & Safeguarding Policy***

Statement of policy for safeguarding and promoting welfare of pupils at the school

### ***Behaviour Policy***

Statement of general principles on behaviour and discipline and of measures taken by the 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:

- 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
- 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 where the school is 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 and risk assessment.
- 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 and the annual report of the head teacher on the effectiveness of appraisal procedures
- 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 relating to the curriculum

### **Feedback and complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to the Head Teacher at Snowflake School, 46a, Longridge Road, London SW59SJ.

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. (please see external link on the right for contact details).