



‘Improving the quality of family life’

Freedom of Information Policy

Contents

Introduction	2
Logging Requests Received	2
Aims and objectives	2
Categories of information published	2
How to request information	3
Paying for information	3
Classes of information currently published	3
Snowflake school Pupil and Curriculum Policies	4
School policies and other information related to the school	5
Feedback and complaints	5
Revision	6

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.

Snowflake School is committed to transparency in its dealings with the public and fully embraces the aims of the Freedom of Information Act 2000.

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 to all on our website to download and print off.
- Some information which Snowflake school holds may not be made public, for example personal information.

The school's information will be published on the school's website.

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that the Information Commissioner's Office (ICO) has approved.

Information will only be gathered and stored for specified purposes. Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

Logging Requests Received

The school will keep a record of all requests received for monitoring purposes, noting:

- the date the request was received,
- name and contact details of the person or organisation making the request,
- the date the request was fulfilled or refused,

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:

- Parent Handbook - information published in the school's parent handbook
- Pupils & Curriculum - information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school. This may include 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, email, or letter.

The contact details for this are below:

School telephone: +44 (0)20 7370 3232

Email: info@snowflakeschool.org.uk

Website: 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.

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, Snowflake school will let you know the cost before fulfilling your request.

Classes of information currently published

School Parent Handbook

The parent handbook is given to new parents before the start of the year. Our school parent Handbook covers:

ADMISSIONS

- Pupils are admitted to our school on agreement that we can meet their Educational Health Care Plan Needs and/or after detailed assessment of needs. Ordinarily and as part of the EHCP consultation process.
- In line with its Equal Opportunities Policy, Snowflake School admits pupils irrespective of gender, disability, race or belief. Visits to the school are encouraged and can be organised by contacting the Admissions Manager to arrange a suitable date and time.

The school has the option to include additional information.

Snowflake school Pupil and Curriculum Policies

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

Curriculum Policy

This includes a statement on following the policy for the curriculum subjects, schemes of work and syllabuses currently used by the school.

Sex & Relationship Education Policy

This includes a Statement of policy regarding Sex and relationship education

Special Education Needs & Disabilities Policy

This includes Information about the school's policy on providing for pupils with Special educational needs and disabilities (SEND)

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.

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 Head teacher 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 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 or trips
- School session times and term dates.
- Details 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
- Statement of procedures for dealing with complaints
- Information regarding Performance Management of Staff.
- Statement of procedures adopted by the trustees relating to the performance management of staff and the Headteachers' annual report on the effectiveness of appraisal procedures
- Statement regarding Staff Conduct, Discipline and Grievance.
- Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek for grievance
- Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head Teacher.

Feedback and complaints

Snowflake school welcomes 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 this should be addressed to the Head Teacher at Snowflake School, 10-14 Crown Street, London W3 8SB or via email.

If you are not satisfied with the assistance that you receive 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 complaints - the Information Commissioner's Office (ICO).

Revision

Version Update	January 2025
Review due	January 2027
Reviewed By	Sumen Starr
Approved by Board of Trustees on	November 2025