



## Freedom of Information Policy

### 1. Purpose:

**1.1** This is The Reach Free School's Publication Scheme on information available under the Freedom of Information Act 2000.

**1.2** One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all schools, academies and colleges, should be clear and proactive about the information they will make public.

**1.2.2** To do this The Reach Free School have produced 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; and
- 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 either available for you on our website to download and print off or 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. Principles:

The Reach Free School has an ACE ethos, which every pupil is asked to subscribe to:

**Achievement** – Always try their hardest and do their best

**Community** – Always listen and always treat themselves and others with respect

**Enjoyment** – Celebrate what they and others do well

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

### 3. Procedures

**3.1** The publication scheme states the information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information. These are contained later in the policy.

**3.2** The information that we undertake to make available are organised into four broad topic areas:

- The Reach Free School Prospectus – information published in The Reach Free School prospectus
- Governing Body Documents – information published in the minutes of the Governing Body meetings and in other school documents.
- Pupils and Curriculum – information about policies that relate to pupils and the Reach Free School curriculum.
- Other information that relates to The Reach Free School policies in general

#### **4. How to request information**

**4.1** If you require a paper version of any of the documents within the scheme, the request must be made in writing by email or letter giving clear details of the information requested. Contact details are set out below or you can visit our website at: [www.thereachfreeschool.co.uk](http://www.thereachfreeschool.co.uk)

Email: [admin@reachfree.co.uk](mailto:admin@reachfree.co.uk)

Tel: 01923 711517

Contact Address:  
The Reach Free School  
Long Lane  
Rickmansworth  
Hertfordshire  
WD3 8AB

**4.2** To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in capitals please)

**4.3** If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact The Reach Free School to ask if we have it.

#### **5. Paying for Information**

**5.1** Information published on our website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

**5.2** Single copies of information covered by this publication are provided free unless stated otherwise. 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 this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published

### 6.1 The Reach Free School Prospectus and Websites

This section sets out information published in the prospectus.

Class	Description	Cost
School Prospectus and Website	<p>The statutory contents of The Reach Free School prospectus and websites are as follows, (other items may be included in the prospectus at our discretion):</p> <ul style="list-style-type: none"> <li>● the name, address and telephone number of the school</li> <li>● the names of the Headteacher and Chair of Governors</li> <li>● information on The Reach Free School policy on admissions</li> <li>● a statement of The Reach Free School's ethos and values</li> <li>● details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students</li> <li>● information about The Reach Free School policy on providing for pupils with special educational needs</li> <li>● number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>● GCSE/Vocational results in the school, locally and nationally</li> <li>● a summary of A Level/ BTEC Level 3 results in the school and nationally (From September 2020)</li> <li>● the destinations of school leavers<sup>1</sup></li> <li>● the arrangements for visits to the school by prospective parents, guardians and carers</li> <li>● the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places</li> </ul>	<p>Prospectus available on the school websites</p> <p>One copy free of charge</p> <p>Charge made for subsequent copies (£ price on application (POA))</p>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

## 6.2 Governing Body's documentation

This section sets out information published under the Governing Body section of the website and in other governing body documents.

Class	Description	Cost
Instrument of Government	The name of the school The name of the Academy Trust 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 any body entitled to appoint any category of governor Details of The Reach Free School's Trust; Reach Learning A description of the ethos The date the instrument takes effect	One copy free of charge  Charge made for subsequent copies. (£ POA)
Minutes <sup>2</sup> of meeting of the Governing Body and its committees	Agreed minutes of meetings of the Governing Body and its committees [current and last full academic school year]	£ POA

## 6.3 Pupils and Curriculum Policies

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

Class	Description	Cost
Home - School agreement	Statement of The Reach Free School's aims and responsibilities, the parental responsibilities and the school's expectations of its pupils, for example home learning arrangements	Available on The Reach Free School websites or by contacting the school.
Curriculum Policy	Statement on following the policy for the curriculum subjects, religious education and schemes of learning and syllabuses currently used by The Reach Free School	One copy free of charge.
Sex and Relationship Education Policy	Statement of policy with regard to sex and relationship education	Charge made for subsequent copies. (£ POA)
Special Educational Needs Policy	Information about the school's policy on providing for pupils with additional learning needs including those with special educational needs	
Accessibility Plans	Improving the accessibility of the physical environment and improving delivery of information to disabled pupils, including a plan for increasing participation of disabled pupils in the school's curriculum,	

<sup>2</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

Equality Scheme	Statement of policy for promoting race equality	
Collective Worship	Statement of arrangements for the required daily act of collective worship	
Careers, information, advice and guidance	Statement of the programmes of careers education provided from year 8 onwards.	
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at The Reach Free School.	
Behaviour and Preventing and Tackling Bullying Policies	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.	

#### 6.4 The Reach Free School Policies and Other Related Information

This section gives access to information about policies that relate to The Reach Free School in general.

Class	Description	Cost
Published reports of Ofsted referring expressly to The Reach Free School	Published report of the last inspection of The Reach Free School and the summary of the report.	Available on The Reach Free School websites or by contacting the school.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.	£ POA
Charging and Remissions Policy	A statement of The Reach Free 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	Available on The Reach Free School websites or by contacting the school.
School session times and term dates	Details of The Reach Free School sessions and dates of school terms and holidays	One copy free of charge.
Health and Safety Policy and risk assessments	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	Charge made for subsequent copies. (£ POA)
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 Headteacher on the effectiveness of appraisal procedures	£ POA
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	£ POA
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Headteacher or governing body relating to the curriculum	£ POA

## 7. Feedback

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 wish to make a complaint about this scheme then initially this should be addressed to the Chair of Governors and posted to The Reach Free School.

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:

Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
 Website: <https://www.ico.org.uk/>

## 5. Monitoring and Review

This policy will be monitored by the Governing Body for The Reach Free School and reviewed every three years.

## 6. Links with other policies

This policy has links with all policies produced by The Reach Free School.

**Created:** January 2013

**Revised:** September 2019

**Ratified by the Governing Body:** October 2013

**Date of Last Review:** September 2019

**Date of Next Review:** September 2022

Change History	Change(s) Made	Change Author
V1.0	Policy created	NSI
V1.1	Minor amendments to the policy to reflect changes in school procedures	RBO
V1.2	Minor amendments to the policy to reflect changes in school procedures	RBO
V1.3	Minor amendments to the policy in sections 4.1 and 6.1	RBO