Freedom of Information Document

Penpych Community Primary School
Ysgol Gynradd Gymunedol Penpych

Policy Leader	**:**	**Mr Teifion Lewis**
Head teacher	**:**	**Mr Teifion Lewis**
Chair of Governors	**:**	**Mr Michael Cude**

Policy applies to Academic Year 2026 -27
Date for policy review:

Signed HT: **Date: September 2026**

Signed CoG: **Date: September 2026**

This policy is a:	**School Plan using LA & WG guidelines**
This policy is a:	**Statutory Policy**
Policy / Document Leader:	**Mr Teifion Lewis**
Link Governor:	**Mr Michael Cude**
Key Personnel in Policy:	**Headteacher, DHT Teacher, Governing Body**
Published / located:	**Website/ School Administration Office**
Aims of Policy: • **To outline the policy and provision for Freedom of Information requests.**	
Review date	**September 2026**
Next review date	**September 2027**
Reviewed by	**Policy committee**

Our full title and address for sending requests for any documents is:
Penpych Community Primary School, Blaenrhondda road, Blaenrhondda, Rhondda, RCT, CF42 6SH
The person responsible for maintenance of this Policy is the headteacher , Mr Teifion Lewis in conjunction with the Governing Body.

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; 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 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 using the contact details below. You will also find information on our school website https://www.penpych-primary.co.uk/

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: admin@pen-pychcommunityprimary.rctcbc.cymru

Contact Address: Penpych Community Primary School, Blaenrhondda road, Blaenrhondda, Rhondda, RCT, CF42 6SH
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 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 for a particular item this is indicated in the boxes 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 may be included at the school's discretion): The name, address and telephone number of the school, and the type of school. The names of the headteacher and chair of governors. Information about admissions. A statement of the school's ethos and values. 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 pupils. Information about the school's policy on providing for pupils with special educational needs. Number of pupils on roll and rates of pupils' authorised and unauthorised absences. Use of the Welsh Language.

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): Details of the governing body membership, including name and address of chair and clerk. A statement on progress in implementing the action plan drawn up following an inspection. A financial statement, including gifts made to the school and amounts paid to governors for expenses. Information about school security. Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year. A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less

	favourably than other pupils; and details of existing facilities to assist access to the school by pupils with disabilities. The accessibility plan covering future policies for increasing access by those with disabilities to the school. How teachers' professional development impacts on teaching and learning. Number of pupils on roll and rates of pupils' authorised and unauthorised absence.
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. The date the instrument takes effect.
Minutes of meeting of the G.B. and committees.	Minutes from governors board and committee meetings.

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.
Relationships and Sexual Education Policy	Written statement of policy with regard to Relationships and Sexual 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 the anti bullying policy .

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 policies	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/ Safeguarding Policy	Statement of general principles on Child Protection/ Safeguarding arrangements
Complaints procedure	Statement of procedures for dealing with complaints.
Staff Appraisal	Statement of procedures adopted by the governing body relating to staff appraisal.
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.

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 : Head teacher , Mr Teifion Lewis
Penpych Community Primary School, Blaenrhondda road, Blaenrhondda, Rhondda, RCT, CF42 6SH

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

We believe that all complainants have a right to be heard, understood and respected. School staff and governors have the same rights. We expect you to be polite and courteous. We will not tolerate aggressive, abusive or unreasonable behaviour. We will also not tolerate unreasonable demands or unreasonable persistence or vexatious complaining. If the Headteacher and/or Governing Body receive unreasonable persistence or vexatious complaining, this may be deferred to the Director of Education for further consideration. If the Director of Education determines the complaint to be unreasonable or vexatious, it will be disregarded. If the complaint is determined not to be unreasonable or vexatious, this will be referred back to the governing body, to be dealt with in accordance with this procedure.

An unreasonable or vexatious complaint can be characterised in a number of ways:

· complaints which are obsessive, persistent, harassing, prolific, repetitious;

· insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason;

· insistence upon pursuing meritorious complaints in an unreasonable manner;

· complaints which are designed to cause disruption or annoyance;

· demands for redress which lack any serious purpose or value.

www.oiahe.org.uk

In cases of unreasonable persistent complaints, the School may take any or all of steps as appropriate:

· inform the complainant informally that his/her behaviour is now considered by the School to be unreasonable or unacceptable and request a changed approach:

· inform the complainant in writing that the School considers his/her behaviour to be unreasonably persistent;

· require all future meetings with a member of staff to be conducted with a third person present. In the interests of all parties, notes of these meetings may be taken;

· Inform the complainant that, except in emergencies, the School will respond only to written communication;

· place restrictions on the individual's access to the School and or School staff;

· involve officers of the Local Authority.

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