



Al-Hijrah School
مدرسة الهجرة

Excellence in motion | Bringing out the best

Freedom of Information Publication Scheme 2017

Policy Monitoring, Evaluation & Review

The school will review this policy as below and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Updated	October 2017
Next Review Date	October 2018

This policy was adopted on 18th October 2017

Name	David Willey Chair of IEB	 Signed
------	---------------------------	--

Cherrywood Centre Burbidge Road Bordesley Green Birmingham B9 4US Phone +44(0)121 773 7979 Fax +44(0)121 773 7111
Web www.al-hijrah.bham.sch.uk Email enquiry@al-hijrah.bham.sch.uk
Dcsf No. 3304334



1. Introduction

1.1 What a Publication Scheme is & Why it has been Developed

- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 This Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims & Objectives

- 2.1 The school aims to:
- Promote Islamic spiritual and moral values;
 - Provide a well-balanced education;
 - Nurture and develop its students for the benefit of the individual student and the collective benefit of society by instilling outstanding moral principles and a desire to attain standards of excellence in all aspects of life;
 - Educate its students to aim to make a positive contribution to society as a whole;
 - 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.
- 2.2 This Publication Scheme is a means of showing how we are pursuing these aims.

3. Categories of Information Published

- 3.1 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'. 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;
 - School Profile and other information relating to the Governing Body – information published in the School Profile and in other governing body documents;
 - 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.

4. How to Request & Pay for Information

- 4.1 If you require a paper version of any of the documents within the scheme, please contact the school; contact details are set out below:

Email:	finance@al-hijrah.bham.sch.uk	Telephone:	0121 773 7979
Address:	School Business Manager, Al-Hijrah School, Cherrywood Centre, Burbidge Road, Bordesley Green, Birmingham. B9 4US		

- 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 are looking for is not available via the scheme, you can still contact the school to ask if we have it.
- 4.4 We will not usually charge for any information requested. 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. We reserve the right to charge up to £25, if we deem it necessary.

5. Classes of Information Currently Published

5.1 School Prospectus

- 5.2 This section sets out information published in the school prospectus.

CLASS	DESCRIPTION
School Prospectus	<p>The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none"> a) information about the implementation of the Governing Body’s policy on pupils with Disabled and Special Educational Needs (DSEN) and any changes to the policy during the last year b) 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; 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

5.3 School Profile & Other Information Relating to the Governing Body

- 5.4 This section sets out information published in the School Profile and in other governing body documents.

CLASS	DESCRIPTION
School Profile	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> a) list information included in the school profile e.g. b) performance data c) summary of Ofsted report d) school’s intentions for the future, etc.

CLASS	DESCRIPTION
Instrument of Government	a) The name of the school b) The category of the school c) The name of the Governing Body d) The manner in which the governing body is constituted e) The term of office of each category of governor if less than 4 years f) The name of any body entitled to appoint any category of governor g) Details of any trust h) If the school has a religious character, a description of the ethos i) The date the instrument takes effect
Minutes (NB1) of Meeting of the Governing Body & its Committees	Agreed minutes of meetings of the governing body and its committees

NB1 Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

5.5 Pupils & Curriculum Policies

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

CLASS	DESCRIPTION
Home-School Agreement	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 the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
SRE Policy	Statement of policy with regard to sex and relationship education (SRE)
SEN Policy	Information about the school's policy on providing for pupils with special educational needs (SEN)
Accessibility Plans (Disability Equality Scheme)	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004)
Pupil Discipline (Behaviour Policy)	Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying

5.8 This section gives access to information about policies that relate to the school in general.

CLASS	DESCRIPTION
Published Reports of Ofsted Referring Expressly to the School	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form (NB2)	A statement of the governing body's evaluation of the school's performance

CLASS	DESCRIPTION
Charging & Remissions Policy	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 & Term Dates	Details of school session and dates of school terms and holidays
Health & Safety Policy (& 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
Appraisal	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 & Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review
Curriculum Circulars & Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or Governing Body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions

NB2 Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

6. Feedback & Complaints

6.1 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 then initially this should be addressed to:

School Business Manager, Al-Hijrah School, Cherrywood Centre, Burbidge Road, Bordesley Green, Birmingham. B9 4US

6.2 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
Enquiry/Information: 01625 545 700
Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk