



**Phoenix**  
INTEGRATED  
PRIMARY SCHOOL  
*Achieving & Celebrating Together*

## **FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME**

*Phoenix Integrated Primary  
and Nursery School*

February 2010

Reviewed 10.11.23

Signed: Chair of Governors

# **RATIONALE**

The Freedom of Information Act 2000 came into force in January 2005 and gives any person legal rights of access to information which is held by a public authority. The Freedom of Information Act aims to promote openness and accountability.

The Designated Officer for Freedom of Information requests at Phoenix IPNS is Mrs Heather Watson, Principal.

Should you wish to make a request under the Freedom of Information Act you should put your request in writing (this includes fax and e-mail) to:-

**The Principal  
Phoenix IPNS  
80 Fountain Road  
Cookstown  
Co Tyrone  
BT80 8QF**

**Telephone :- 028 8675 7096  
Fax:- 028 8675 7097  
E-mail:- hwatson896@c2kni.net**

You should provide us with your name and address and describe clearly the information that you require.

We will:-

1. acknowledge your request
2. confirm or deny that we hold the information requested
3. satisfy the request within 20 school days
4. if we are not able to comply with your request we will write to you to state the reason for refusal within the terms of the legislation.
5. we will then advise you of the appeal procedure

Phoenix IPNS has prepared a Publication Scheme, attached which details information published by the school and how it can be obtained.

## **Publication Scheme on information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

### **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 Principles of Phoenix IPNS**

The Board of Governors, School Staff and Parents have established an integrated, co-educational, all-ability school based on the following principles:-

- The School exists to educate together 4-11 year olds from Protestant and Roman Catholic traditions, as well as those of other faiths and none. Phoenix IPNS is committed to maintaining a balance between Protestant and Roman Catholic children and to ensuring that this balance is also reflected in the teaching staff and governors. The Religious Education Programme and spiritual life of the School encourages children to reach maturity in their own faith, as well as introducing them to the ideas, beliefs and practices of other religions and philosophies.
- Children of all abilities are welcomed at Phoenix IPNS and are given the opportunity to reach their full potential. Through the curriculum and extra-curricular life of the School, students participate in an outstanding educational experience that facilitates their all-round development, enabling them to play an active role in society when they leave the School and progress to secondary education.
- Phoenix IPNS is committed to developing confidence, self-esteem and self discipline in all students. There are high expectations of all students and the School has a caring environment where pupils are encouraged to identify and work through their problems or difficulties.
- Discrimination, on any grounds, is not tolerated at Phoenix IPNS. The utmost care is taken to ensure that all students are treated fairly and equally and to ensure that there is no discrimination based on gender, religion, social background or ability.
- Parents are encouraged to participate in the life of the School as active partners in the educational process. Meaningful parental involvement is central to the success of integrated education and the School will continue to be most effective in terms of academic learning, behaviour and personal development if it works closely with its parents.

## **3 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 6 of this scheme.

The classes of information that we undertake to make available are organised into 4 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.
- **Students & 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 information** If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below

Contact: **Mrs Heather Watson, Principal**

Email: **hwatson896@c2kni.net**

Tel: **028 8675 7096**

Fax: **028 8675 7097**

Contact Address: **Phoenix IPNS, 80 Fountain Road, Cookstown, Co Tyrone, BT80 8QF**

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

If the information you are looking for is not available via the scheme [**and is not on our website**], you can still contact the school to ask if we have it using the procedure identified at the beginning of this document.

## **5 Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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**

**School Prospectus** – this section sets out information published in the school prospectus.

| <b>Class</b>             | <b>Description</b>  |
|--------------------------|---|
| <b>School Prospectus</b> | The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion): |

| Class | Description  |
|-------|--|
|       | <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• details of the school day</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• complaints procedure</li> <li>• NI Curriculum assessment results available on request</li> </ul> |

**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  |
|---------------------------------|--|
| <b>Governors' Annual Report</b> | <p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>• Organisation and Management of the School</li> <li>• Membership of the Board of Governors</li> <li>• Responsibilities of Governors</li> <li>• Admissions Information</li> <li>• School Staffing and Appointments</li> <li>• Summary of the Curriculum Policy</li> <li>• End of Key Stage Results</li> <li>• School Attendance and Enrolments</li> <li>• Links with Parents</li> <li>• Audited Financial Statements</li> </ul> |
| <b>Instrument of Government</b> | <ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>  |

|  |  |
|--|--|
| <b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b> | Agreed minutes of meetings of the governing body and its committees. |
|--|--|

**Students & Curriculum Policies** - This section gives a list of policies available that relate to pupils and the school curriculum.

| <b>Policy</b>              |
|----------------------------|
| Acceptable Use Policy      |
| Anti-Bullying Policy       |
| Assessment Policy          |
| Child Protection Policy    |
| Curriculum Policy          |
| Differentiation Policy     |
| Positive Behaviour Policy  |
| Drugs Awareness Policy     |
| Educational Visits Policy  |
| Equal Opportunities Policy |
| Homework Policy            |
| SEN Policy                 |
| Literacy Policy            |
| Marking Policy             |
| Monitoring Policy          |
| Numeracy Policy            |

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

|                                 |
|---------------------------------|
| Pastoral Care Policy            |
| Road Safety Policy              |
| Suspension and Expulsion Policy |

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

| Class   | Description   |
|---|---|
| Education and Training Inspectorate (ETI) published reports 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-ETI inspection action plan   | A plan setting out the actions required following the last ETI 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   |
| 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 to the principal or governing body relating to the curriculum  |

#### Other Information available

|   |
|---|
| Admissions Policy                           |
| Career Break Policy                         |
| Critical Incident Policy                    |
| Data Protection Policy                      |
| Departmental Induction Policy for New Staff |
| Development Plan/Budget Strategic Linkages  |
| Freedom of Information                      |
| Induction for Beginning Teachers Policy     |
| Job Share Policy                            |
| Salary Policy                               |
| School Development Plan                     |
| Staff Development Policy                    |

**Some of this information is available on our website or can be requested from the School.**

**Our website is at [www.phoenixips-org](http://www.phoenixips-org)**

#### **7. 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 wish to make a complaint, then initially this should be addressed to

***Mrs Heather Watson (Principal)***

***Phoenix IPNS***

***80 Fountain Road***

***Cookstown***

***Co Tyrone***

***BT80 8QF***

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: 08456 306060**

**Website : [www.ico.gov.uk](http://www.ico.gov.uk)**