



## Freedom of Information

Review: Autumn 2019  
Next Review: Autumn 2022

### Information available under the Freedom of Information Act 2000

#### Introduction

This document describes the information that is available from and pertaining to Framingham Earl High School and how it may be obtained.

It includes information provided by the School about the way the School works and what it achieves.

It covers all the information either planned or already published which is available from the School website – [www.framinghamearl.net](http://www.framinghamearl.net) - or from the School office in printed form.

Some information held by the School may not be made public, for example personal information. This information can only be made available under the terms and conditions of the Data Protection Act.

Please also see the School's Data Protection Policy available on the School website or from the School Office.

The documents listed below provide information on how the School plans to meet these aims and what it has achieved. There are four broad topic areas:

<b>School Prospectus</b>	information published in the School prospectus.
<b>Governors' Documents</b>	information published in Governing Body documents.
<b>Students &amp; Curriculum</b>	information and policies that relate to students and the School curriculum

If the information being sought is not readily apparent, please enquire at the School Office.

If you require a paper version of any of the documents, please contact:

School Office, Framingham Earl High School, Norwich Road, Framingham Earl, Norwich, NR14 7QP.  
Tel: 01508 492547  
[office@fehs.set.education](mailto:office@fehs.set.education)

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

Single copies of information are usually provided free.

If a request means that the School has to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as certain printed publications or videos, it will let the you know the cost before fulfilling the request.

## School Website

	Description	Availability				
School website	<p><b>Statutory information required by the Government:</b></p> <ul style="list-style-type: none"> <li>• Admission arrangements</li> <li>• Annual reports and accounts</li> <li>• Careers information</li> <li>• Complaints policy</li> <li>• Contact details</li> <li>• Curriculum by year and by subject</li> <li>• Details of, and links to, performance data</li> <li>• Equalities objectives</li> <li>• Examination results</li> <li>• Links to Ofsted reports</li> <li>• Policies on behaviour, charging and SEND</li> <li>• The School's Pupil Premium allocation, its use and impact on attainment and that of the Literacy and Numeracy catchup funding</li> <li>• Trustees' information and duties</li> <li>• Values and ethos</li> </ul> <p><b>Other information:</b></p> <table border="1" data-bbox="334 898 1219 1554"> <thead> <tr> <th data-bbox="334 898 776 932"><b>Parents</b></th> <th data-bbox="776 898 1219 932"><b>Students</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="334 932 776 1554"> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Before and after school</li> <li>• Catering</li> <li>• Early school closures</li> <li>• Equalities</li> <li>• Events</li> <li>• Nurture</li> <li>• Our staff</li> <li>• Our values</li> <li>• Parent Forum</li> <li>• School calendar</li> <li>• Support and guidance</li> <li>• The SEN local offer</li> <li>• Transition</li> <li>• Transport</li> <li>• Ways for parents to be involved</li> </ul> </td> <td data-bbox="776 932 1219 1554"> <ul style="list-style-type: none"> <li>• Activities Week</li> <li>• Anti-bullying, <i>TABOO</i></li> <li>• Duke of Edinburgh Award</li> <li>• Emotional and Mental Health</li> <li>• Examinations</li> <li>• Extra-curricular activities</li> <li>• School Council, <i>SAFE</i></li> <li>• Sports</li> <li>• Student houses</li> <li>• Student led newsletter, <i>Fenix</i></li> <li>• Uniform</li> <li>• Volunteering</li> <li>• Work Experience</li> </ul> </td> </tr> </tbody> </table>	<b>Parents</b>	<b>Students</b>	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Before and after school</li> <li>• Catering</li> <li>• Early school closures</li> <li>• Equalities</li> <li>• Events</li> <li>• Nurture</li> <li>• Our staff</li> <li>• Our values</li> <li>• Parent Forum</li> <li>• School calendar</li> <li>• Support and guidance</li> <li>• The SEN local offer</li> <li>• Transition</li> <li>• Transport</li> <li>• Ways for parents to be involved</li> </ul>	<ul style="list-style-type: none"> <li>• Activities Week</li> <li>• Anti-bullying, <i>TABOO</i></li> <li>• Duke of Edinburgh Award</li> <li>• Emotional and Mental Health</li> <li>• Examinations</li> <li>• Extra-curricular activities</li> <li>• School Council, <i>SAFE</i></li> <li>• Sports</li> <li>• Student houses</li> <li>• Student led newsletter, <i>Fenix</i></li> <li>• Uniform</li> <li>• Volunteering</li> <li>• Work Experience</li> </ul>	Published annually and available from the School Website or School Office.
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	<p><b>Community</b></p> <ul style="list-style-type: none"> <li>• Alumni, <i>Futures First</i></li> <li>• Lettings</li> <li>• Our Cluster Schools</li> <li>• The Sports Centre</li> <li>• Vacancies</li> </ul>	<p><b>Governors and Trustees</b></p> <ul style="list-style-type: none"> <li>• Attendance at Governor meetings</li> <li>• Contact details</li> <li>• Key Objectives</li> <li>• Funding Agreement</li> <li>• Scheme of Delegation and Terms of Reference</li> <li>• Minutes of Local Governing Body meetings</li> <li>• Pen portraits</li> <li>• Register of business interests</li> <li>• Terms of office</li> <li>• Link to Trust website for information about Trustees.</li> </ul>	
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## Publication List

### School Prospectus

	Description	Availability
School Prospectus and associated literature.	<p>This contains:</p> <ul style="list-style-type: none"> <li>• a description of the School's ethos and values</li> <li>• a summary of the information regarding the School's curriculum</li> <li>• anti-bullying</li> <li>• catering</li> <li>• communication with home</li> <li>• extra-curricular activities</li> <li>• GCSE results in the School, locally and nationally</li> <li>• homework</li> <li>• House system</li> <li>• ICT provision</li> <li>• important contacts</li> <li>• information about the religious education provided and parents' right to withdraw their child from it.</li> <li>• information about the School's provision for students with Special Educational Needs</li> <li>• information regarding the School's behaviour and reward policy including dress code and attendance</li> <li>• international links</li> <li>• medicines in school</li> <li>• organisation of form groups</li> <li>• parent involvement</li> <li>• reward system</li> <li>• sport</li> <li>• student leadership</li> <li>• support and guidance</li> <li>• the arrangements for visits to the School by prospective parents</li> <li>• the name, address, telephone number and e-mail address of the School</li> <li>• the names of the Headteacher and Chair of the Local Governing Body</li> <li>• information about the Trust</li> <li>• the number of students studying for and percentage achieving other vocational qualifications</li> <li>• transition programme</li> <li>• transport to school</li> </ul>	Published annually in July and available from the School Website or School Office.

## Policies

Following is a list of our policies and plans which are available upon request to the School Office or directly from the School's website.

	Description
Accessibility Plan	Plan for increasing participation of disabled students in the School's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students
Admissions	Information on how to obtain a place in the School
Antibullying	How we define bullying, what we do to prevent it and how we respond to it
Assemblies	Statement of arrangements for assemblies
Assessment	Statement of policy on the monitoring, assessment and reporting of student progress
Behaviour and Reward	Describes the School's behaviour expectations, our response to positive and negative behaviours
Bereavement	The School's support for bereaved children
Careers Education, (CEIAG)	Proposed statement of the programmes of careers education, information, advice and guidance (CEIAG) provided for students in years 7-11
CCTV	How, why and where we use CCTV and how we ensure security
Charging	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 etc.
Cluster Attendance	The expectations for all the Cluster schools on attendance and how we respond to poor attendance and to requests for absence
Cluster Special Educational Needs	Information about the Cluster's policy on provision for students with special educational needs
Code of Conduct for Staff	Statement of expectations for all staff. There is also a Trust Code of Conduct.
Complaints	Statement of policy/procedures for dealing with complaints about the School
Cover	Description of the circumstances whereby teachers may be asked to take classes other than their own.
Curriculum	Statement on following the policy for the secular curriculum subjects, religious education, schemes of work and syllabuses currently used by the School
Drug and Alcohol	Statement of the School's policy on provision of drug education and management of drug related incidents
Equalities Policy, Information and Objectives	Statement of policy to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (where appropriate), ethnicity, gender (including issues of transgender), and of maternity and pregnancy, religion and belief, and sexual identity
Freedom of Information	Description of the information published by the School and how it can be accessed
Home – School Agreement	Statement of the School's responsibilities, parental responsibilities and the School's expectations of its students, for example homework arrangements
Homework	Explanation of homework expectations, including the types and amount of work set and how long it should take to complete.
Lettings	Information about hiring School facilities
Online Safety	Policy on how the School keeps children safe, including online safety education; filtering and monitoring procedures

Relationship and Sex Education	Statement of policy with regard to relationship and sex education
Safeguarding Children Incorporating Child Protection	Statement of Policy with regard to ensuring every child who is registered with the School is protected from harm and that their welfare is supported and promoted.
Teaching and Learning	Statement about the School's expectations about how children are taught
<b>Trust Policies</b>	
Educational Visits	Ensuring students are safe when on educational visits
Data Protection	Statement about how we ensure your data is protected
Health and Safety	Processes to ensure safety across the School and to promote good health
Supporting Students with Medical Needs	Explanation of how we support students with these needs, including dealing with medicines in schools.

### **Other School Policies and information related to the School**

Information on any other policies agreed by the Local Governing Body and published on the School Website

	<b>Description</b>
Published reports of Ofsted referring expressly to the School	Published report of the last inspection of the School and the summary of the report
School session times and term dates	Details of School session times and dates of School terms and holidays
Health and Safety Policy and Associated 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 Headteacher 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
Pupil Premium Spend	Information on the allocation/spend of Pupil Premium and its impact on raising students' attainment
School Improvement Plan (SIP)	A focus document for improving standards at the School

### **Feedback and Comments**

We welcome any comments or suggestions you may have about our publications. If you wish to make any comments about the way our information is made available or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chair of the Local Governing Body, Framingham Earl High School, Norwich Road, Framingham Earl, Norwich, NR14 7QP or telephone 01508 492547.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint regarding freedom of information 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**

**Help Line: 0303 123 1113**

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

## **REQUESTS UNDER THE FREEDOM OF INFORMATION ACT**

Under the Freedom of Information Act 2000 the School has a responsibility to make certain information available to parents and members of the public.

### **Who to write to and how**

Requests for information should be made to the Headteacher. Requests can be by:

- letter
- email

### **What to include**

You should give:

- your name (not needed if requesting environmental information)
- a contact address
- a detailed description of the information you want - for example, you might want all information held on a subject, or just a summary

You can ask for information in a particular format, such as:

- paper or electronic copies of information
- audio format
- large print

### **When you will get a response**

You should get the information within 20 working days. The School will tell you when to expect the information if they need more time.

### **Costs**

Most requests are free but you might be asked to pay a small amount for photocopies or postage. You'll be told by the School if a payment is required.