



The  
**Buckinghamshire**  
Primary Pupil Referral Unit

*Perseverance Respect Understanding*

## **FREEDOM OF INFORMATION POLICY**

**This policy was agreed by the Management Committee: Spring 2025**

**This policy will be reviewed: Spring 2026**

## **FREEDOM OF INFORMATION POLICY**

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

The Management Committee is responsible for the 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 PRUs, 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 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 PRUs approved by the Information Commissioner.

#### **2. Aims and Objectives**

The PRU aims to:

- enable every child to fulfill 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,

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

#### **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 four broad topic areas:

- **PRU prospectus** – information published in the PRU prospectus.
- **PRU website** – includes statutory information published on the PRU website that may also include information in the PRU prospectus
- **Pupils & curriculum** – information about policies that relate to pupils and the PRU curriculum.

- **PRU policies** and other information related to the PRU - information about policies that relate to the PRU in general.

#### 4. How to request information

You will be able to view many of the documents in the scheme on our website. ([www.bucksprimarypru.org.uk](http://www.bucksprimarypru.org.uk)) If you require a paper version of any of the documents within the scheme, please contact and explain that you are making a “ PUBLICATION SCHEME REQUEST”

*In writing to:*

The Buckinghamshire Primary Pupil Referral Unit  
The Abbey Centre  
Weedon Road  
Aylesbury HP19 9NS

*By phone:* 01296 387300

*By email:* [pathways@primarypru.bucks.sch.uk](mailto:pathways@primarypru.bucks.sch.uk)

If the information you’re looking for isn’t available via the scheme and is not on our website, you can still contact the PRU to ask if we have it.

#### 5. Paying for information

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.

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.

#### 6. Classes of Information Currently Published

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

Class	Description
<b>PRU Prospectus</b>	<p>From September 2012, it is no longer statutory for PRUs to provide a prospectus. This is because information about the PRU, its curriculum, policies and values are available on our website. However, a prospectus is useful for the professionals who use our service and for parents of pupils who are supported by the PRU. Our prospectus includes:</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of each of the PRU’s sites</li> <li>• a statement of the PRU’s vision and values</li> <li>• information about the different provisions offered by the PRU</li> <li>• Information for parents about referred pupils</li> </ul> <p>Other items may be included in the prospectus at the PRU’s discretion</p>

The information in the prospectus is also available on our website. Our website includes all the information and documents that we are required to publish as well as other information which we believe is helpful to professionals who work with us and parents of pupils who are referred to us.

<b>Class</b>	<b>Description</b>
<b>PRU Website</b>	<p>Every local authority maintained school must publish specific information on its website to comply with the School Information (England (Amendment) Regulations 2012 and 2016 and other relevant information). The PRU includes:</p> <ul style="list-style-type: none"> <li>• The name, postal address and telephone number of the PRU, and the name of a person to whom enquiries should be addressed.</li> <li>• Information as to where and by what means parents may access the most recent Ofsted report about the PRU published by her Majesty's Chief Inspector of Education, Children's Services and Skills.</li> <li>• The Behaviour Policy;</li> <li>• The PRU's policy for pupils with Special Educational Needs and/or disabilities</li> <li>• The PRU's Charging and Remissions policy determined by them under section 457 of EA 1996.</li> <li>• A statement of the PRU's vision and values.</li> </ul>

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the PRU curriculum.

<b>Class</b>	<b>Description</b>
Home – PRU agreement	Statement of the PRU's responsibilities, the parental responsibilities and the PRU's expectations of its pupils, for example homework arrangements.
Curriculum	Statement on curriculum subjects schemes of work and syllabuses currently used by the PRU.
Relationships and Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Educational Needs Policy	Information about the PRU's policy on providing for pupils with disabilities and/or special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the PRU'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
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the PRU.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the PRU	Published report of the last inspection of the PRU and the summary of the report and where appropriate inspection reports of religious education in those schools/PRUs designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school/PRU is designated as having a religious character
Charging and Remissions Policies	A statement of the PRU's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example PRU publications, music tuition, trips
School session times and term dates	Details of PRU 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
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the Management Committee 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 DfE to the Executive Headteacher or Management Committee relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the PRU and are available on request

(Our website is at [www.bucksprimarypru.co.uk](http://www.bucksprimarypru.co.uk))

## **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 the Executive Headteacher.

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 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

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

## The Buckinghamshire Primary PRU


### Freedom of Information Publication Scheme

#### Annex A – Further documents held by the PRU

Name of Document	Description
Anti-Harassment & Anti-Bullying Policy	A statement of general policy on the PRUs procedures providing a structured mechanism for employees to raise any concerns
Assessment Recording & Reporting Policy	A statement of general policy on the PRUs procedures for assessing pupils recording and tracking progress and reporting this information to parents
Attendance Policy	A statement of general policy on the PRU's procedures for ensuring good attendance
Business Continuity Plan	A statement of general policy on how to ensure the continuity of education following an emergency – under review
Children Looked After Policy	A statement of policy outlining the PRUs procedures to ensure the welfare of children looked after in the PRU – under review
Child Protection Policy Including FGM	A statement of policy with guidelines and procedures in place to protect children and people, inclusive of FGM
Close Relationships at Work Policy	A statement of policy to outline the procedures in place for members of staff who have close relationships at work
Code of Conduct	An outline of the expectations of all staff whilst in the PRU
Data Protection Policy (GDPR)	A statement of general policy on how the PRU gathers and uses personal information about staff, pupils, parents and other individuals to enable it to provide education and other associated functions
Disruptive Visitors Policy	A statement of general policy on the expectations of all visitors to the PRU site and procedures followed in the case of disruptive visitors
Drugs Prevention & Incident Policy	A statement of general policy on drug education and dealing with drug-related incidents
Emergency Plan	The PRUs procedures to mitigate the effects of any emergency in the PRU which may affect staff, pupils and other stakeholders on the premises
E Safety Policy	A statement of policy outlining the PRUs processes, procedures and expectations for keeping pupil's safe whilst online
Exclusions Policy	A statement of general policy regarding the school's procedures regarding fixed term and permanent exclusions
Financial Procedures Manual	Buckinghamshire County Council Scheme for Financing Schools: Section 48 of the Schools Standards and Framework Act 1998 contains requirements relating to financial management and associated issues, binding both the LA and schools. This manual includes those requirements relating to financial management.
Freedom of Information Policy	A statement of general policy to guides which information which the PRU currently publish (or have recently published) or which it will publish in the future
Health and Attendance Policy	A statement of general policy and procedures to the applied when an employee's attendance falls below acceptable standards.

Homework Policy	A statement of general policy on the PRU's expectations for work to be completed at home
ICT Acceptable Use Policy including <ul style="list-style-type: none"> <li>• ICT code of conduct</li> <li>• Use of mobile phones</li> <li>• Social media</li> </ul>	<p>A statement of general policy regarding the expectations and procedures to ensure the safe use of ICT for staff and pupils</p> <p>A statement of policy outlining procedures and guidance for the use of mobile phones whilst onsite to safeguard young people.</p> <p>A statement of policy to ensure the PRU is not exposed to legal risks, that the reputation of the PRU is not adversely affected, that our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the PRU</p>
Intimate Care Policy	A general statement of policy to ensure all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.
Leave of Absence Policy	A statement of policy outlining the PRUs processes and procedures to ensure requests for absence by staff are managed appropriately.
Managing Allegations Against Staff Policy	A statement of policy outlining procedures and guidance for managing allegations against staff
Marking Policy	A statement of general policy to provide prompt, regular and diagnostic feedback in order to raise the achievement of pupils.
Pay Policy	A statement of general policy and procedures that apply in setting pay levels for staff in the PRU and the discretions that the Governing Body will apply
Staff Code of Conduct Policy	A statement of policy to set out the expectations and procedures for all members of staff and volunteers whilst working at the PRU
Staff Induction	Induction detailing expectations and everyday procedures for the PRU
Stress Policy	A statement of general policy regarding the PRU procedures to reduce stress for all members of staff
Supporting Pupils with Medical Needs Policy	A statement of general policy regarding the PRUs procedures for managing and administering medicines during the school day and whilst on trips and outings.
Teaching & Learning Policy	A statement describing the responsibilities of all stakeholders to ensure effective teaching & learning within the PRU
Use of Force & Restraint to Control Pupils	A statement of general policy on the guidelines set down by the DfE with regards to using force and restraint to control pupils
Whistleblowing Policy	A statement of general policy regarding the guidelines and procedures regarding whistleblowing

Signed: .....  
(Chair of Management Committee)

  
Signed: .....  
(Executive Headteacher)

Dated: .....

Dated: 17/1/25