

Polisi Rhyddid Gwybodaeth Freedom of Information Policy

Ysgol Gymraeg Ffwrnes

Medi 2025 / September 2025

Dyddiad adolygu/Review date: Medi / September 2026



Mabwysiadwyd y Polisi yma gan Lywodraethwyr Ysgol Gymraeg Ffwrnes
This Policy has been adopted by the Governors of Ysgol Gymraeg Ffwrnes

The person responsible for the maintenance of this scheme is the Headteacher.

Information - The Freedom of Information Act 2000

The Freedom of Information Act received Royal Assent on 30th November 2000. The primary object of the legislation is to confer a right on individuals to obtain disclosure of information held by public bodies, including schools. At Ysgol Gymraeg Ffwrnes, we ensure that we have in place:

- Publication Schemes – setting out what information we hold and how/where the information is available to an interested individual.
- Access rights – by giving the individual who makes a request for information the right to be told we hold information and the right to have that information communicated to him/her. This individual right of access to information will be brought into force for all public authorities (including schools) in January 2005.

Categories of Information Published

At Ysgol Gymraeg Ffwrnes we publish information in:-

- School Prospectus (which is published on our school website)
- The Governors Annual Report (which is distributed to all parents during the Autumn term on our school website)
- Other Governing Body documents which are held in the administrative office. Ms L. Bridgewater is the school's Admin Officer and Clerk to the Governing Body: she prepares and files these documents.
- Information about policies that relate to pupils and the school curriculum. Policies are held in the administrative office and the Headteacher's office and are available for scrutiny on request.
- School pupils – in general – these are available in the administrative office and the Headteacher's office and are available for scrutiny on request.

How to Request Information

You can request a copy of the information you want from Ysgol Gymraeg Ffwrnes.

If the information you're looking for is not on our website, it is still available by contacting the school:

e-mail: admin@furnace.ysgolccc.cymru Tel: 01554 758589

Address: Ysgol Gymraeg Ffwrnes, Denham Avenue, Llanelli, Carmarthenshire, SA15 4DD.

It would be helpful if envelopes were marked "Publications Scheme Request".

Charges

If a request means a considerable amount of photocopying/printing or large postal costs, the school will provide a cost before fulfilling a request.

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

Classes of Information Currently Published

School Prospectus – 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 at the school’s discretion):</p> <ul style="list-style-type: none">• 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 parents right to withdraw their child from religious education and collective worship and the right of parents to withdraw• 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• National Curriculum assessment results for appropriate Key Stages, with national summary figures• Use of the Welsh Language
Governors Annual Report	<p>The statutory contents of the governors annual report to parents is as follows (other items may be included at the school’s discretion):</p> <ul style="list-style-type: none">• 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 additional learning needs (ALN)• A description of the arrangements for the admission of pupils with disabilities 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• National Curriculum assessment results for appropriate Key Stages, with national summary figures• The school’s targets for Key Stage 2 assessments

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Instrument of Governance

- 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 meetings of the Governing Body

- Minutes from governors full and committee meetings

Pupils & Curriculum Policies (this section gives access to information about policies that relate to pupils and the school curriculum.

Home-school Agreement

- Written statement of the school's aims and values, the schools 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

Sex Education Policy

- Written statement of policy with regard to sex education

Pupil Discipline

- Written statement of general principles on behavior and discipline including any anti bullying policy as appropriate

School Policies (this section gives access to information about policies that relate to the school in general

Reports of Estyn Inspections

- Report on 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 & Remissions Policy

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- 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

School Session Times

- Details of school sessions and dates of school terms and holidays

SEN

- 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 & Safety

- 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 Policy

- Statement of general principles on child protection 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 & Grievance

- Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

Feedback & 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 any further assistance, please contact the Headteacher or Chair of Governors at Ysgol Gymraeg Ffwrnes.

Signed: _____ **(Chair of Governors)**

Date: _____