

**Publication Scheme**

**September 2022**

# Written by: LA/SLT Date: May 2018

**Updated: September 2022**

**Review: September 2023**

**Ratified by Governors: Finance, Premises and Safety Committee : 6.10.22**

## Information available under the Freedom of Information Act 2000

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 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 schools approved by the Information Commissioner.

1. 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 3 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

*School Prospectus/Website* – information published in the school prospectus and on the website.

*Governors’ Documents* – information published in the 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.

1. Classes of Information Currently Published

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

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| Class | Description |
| School website | The statutory contents of the school website are as follows, (other items may be included on the website at the school’s discretion):   * the name, address and telephone number of the school, and the type of school * the names of the head teacher and governors * information on the school policy on admissions * a statement of the school’s ethos and values * information about the school’s policy on providing for pupils with special educational needs * number of pupils on roll * National Curriculum assessment results for appropriate Key Stages, with national summary figures * the arrangements for visits to the school by prospective parents |

**Information relating to the governing body– this section sets out information published in the Governor’s Annual Report and in other governing body documents.**

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| Class | Description |
| Instrument of Government | 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 term of office of each category of governor if less than 4 years  The name of any body entitled to appoint any category of governor  Details of any trust  If the school has a religious character, a description of the ethos  The date the instrument takes effect |
| Minutes (1) of meeting of the governing body and its committees | Agreed minutes of meetings of the governing body and its committees |

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

## Pupils & Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.

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| Class | Description |
| 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 |
| Relationships, Sex and Health Education Policy | Statement of policy with regard to sex and relationship education |
| Special Education Needs Policy | Information about the school’s policy on providing for pupils with special educational needs |
| Accessibility Plan | 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. |
| Single Equality Policy | Statement of policy for promoting equality |
| Collective Worship | Statement of arrangements for the required daily act of collective worship |
| Child Protection and Safeguarding Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school. |

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

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| Class | Description |
| Published reports of Ofsted 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-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 |

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|  | 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 |
| Complaints procedure | Statement of procedures for dealing with complaints |
| Performance Management of Staff | Statement of procedures adopted by the governing body relating to the performance management of staff |
| 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 and Skills to the head teacher or governing body relating to the curriculum |
| Annex A – Other documents | Annex A provides a list of other documents that are held by the school and are available on request |

**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 Headteacher or Chair of Governors.

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/) Freedom of Information Publication Scheme

Annex A – Further documents held by the school. This is not an exhaustive list

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| **Name of Document** | **Name of Document** |
| Admission | Health and Safety |
| Allegations of abuse held against Staff | Teaching, Learning and Assessment Policy |
| Anti-bullying | Feedback and Marking Policy |
| Behaviour support strategy | Pay Policy |
| Child Protection and Safeguarding Policy | Performance Management |
| Collective Worship | Induction (staff or Child) |
| Capability Procedure for Teaching Staff | Child missing in education guidelines |
| Data Protection | School Critical incident plan |
| Disciplinary Procedure | SEND policy |
| Attendance | Relationships, Sex and Health Education Policy (RSHE) |
| Whistle blowing |  |
| Single Equalities Scheme |  |
| Educational Visits |  |
| Online Safety |  |