



## St Anne Stanley CE Primary School

### Publication Scheme

#### 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.

#### 2. 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:

- **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.

### 3. Classes of Information Currently Published

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

<b>CLASS</b>	<b>DESCRIPTION</b>
School Prospectus/ website	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <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 governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll</li> </ul>

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	<ul style="list-style-type: none"> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>
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**Information Relating to the Governing Body**– this section sets out information published in the Governor’s Annual Report and in other governing body documents

CLASS	DESCRIPTION
Instrument of Government	<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>• Details of any trust.</li> <li>• A description of the school’s ethos.</li> <li>• The date the instrument takes effect.</li> </ul>
Minutes of the meetings of the governing body and its committees.	Agreed minutes of meetings of the governing body and its committees.

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.

CLASS	DESCRIPTION
Home – school agreement	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils for example homework arrangements
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
Sex Education Policy	Statement of policy with regard to sex and relationship education
SEND Policy	Information about the school’s policy on providing for pupils with special educational needs and disabilities.
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.
Race Equality Policy	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.

Whole School Behaviour Policy	Statement of general principles on behaviour and discipline and measures taken by the Headteacher to prevent bullying.
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**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
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 education.
Charging and Remissions Policy	A statement of the schools policy with respect to charges and remissions for any optional extras or board and lodging for which charges are permitted e.g. school publications, music tuition, trips.
School session times and term dates.	Details of school session times and dates of terms and school holidays,
Health and Safety policy and risk assessment.	Statement of general policy with respect to health and safety at work of employees 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 procedures for regulating conduct and discipline of school staff and procedures by which school staff may seek redress for grievance.
Curriculum Circulars.	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum.
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 Head Teacher 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)

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