

St Leonards CE First School Freedom Information Publication Scheme

This is St Leonards CE First School's Publication Scheme on information available under the Freedom of Information Act 2000. The Governing Body is responsible for 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 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 that 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 that 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. St Leonard's First School's Aims and Objectives

Our school aims to:

- enable every child to fulfil their learning potential, with learning matched to the child's individual needs and abilities, in a planned and purposeful way
- help every child develop to their full potential – intellectually, physically, creatively, spiritually, morally and socially
- encourage caring and tolerant attitudes towards others and respect for the environment
- encourage and develop home-school partnerships

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 that we currently publish (or have recently published) or information that 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 broadtopic areas:

- School Prospectus – information published in the school prospectus.
- School Profile and other information relating to the Governing Body – information published in the School Profile and in other 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.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, fax or letter. Contact details are set out below. Alternatively, you can visit our website at www.stleonards-dunston.staffs.sch.uk

Telephone 01785 712488

Facsimile 01785 711341

Contact address St Leonards CE First School
School Lane, Dunston Staffs ST18 9AG

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please).

If the information you’re looking for isn’t available via the scheme and isn’t on our website,

you can still contact the school 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. Where there is a charge this will be indicated by a £ sign in the description box.

Note -

If a request for information will result in excessive photocopying, printing or postage charges, or is for a priced item (e.g. printed publication) we will notify you of the cost before fulfilling your request.

6. Classes of Information Currently Published

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

Class Description

School

Prospectus

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):

- information about the implementation of the governing body’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year

□ a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; 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

School Profile and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class Description

School

Profile

The contents of the School Profile are as follows:

- list information included in the school profile e.g.

- performance data
- summary of OFSTED report
- school's intentions for the future, etc.

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 of meetings of the Governing Body and its committees

Agreed minutes of meetings of the Governing Body and its committees [current and last full academic school year]

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.

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

Sex 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.

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. (from March 2004)

Behaviour Policy 6 general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

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 (available on OFSTED website)

£

Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character Ofsted inspection Self-Evaluation

Form1

£

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 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

Pay Policy Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.

Staffing Structure

The school's plan for the implementation of any changes to its staffing structure following statutory review.

Curriculum circulars and statutory instruments

Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of children Families and Schools to the head teacher or governing body relating to the curriculum

Admissions Policy

Statement of the school's policy on admissions

Annex A -

Other documents

Annex A provides a list of other documents that are held by the school and are available on request

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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 Mrs Julie Lane, St Leonard's First School.

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.

Website : www.informationcommissioner.gov.uk

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Annex A – Further documents held by the school

Name of Document Description
None to include