



FREEDOM OF INFORMATION PUBLICATION SCHEME

Committee Responsible:	Finance and Resources Committee
Person Responsible:	Headteacher
Date Approved by FGB:	November 2016
Date for Review:	September 2019

Signed.....

Date.....



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1. Introduction

This is our Publication Scheme for the school regarding information that has to be made available under the Freedom of Information Act 2000 (FOIA). It describes what a publication scheme is and what it covers. The governing body is ultimately responsible for maintenance of the scheme although it is routinely maintained by the Headteacher.

The FOIA requires that public authorities, including all maintained schools, should be clear and proactive about the information they make public. In order to do this a publication scheme has to be produced 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.

These are some of the facts about the scheme:

- 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 on our website or available in paper form.
- Some information which we hold may not be made public, e.g. personal information and disciplinary matters.
- This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Categories of Published information

The publication scheme provides guidance on what type of information we should already have published, have recently published or which we will publish in the future. This is split into categories of information known as 'classes'.



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

- 1) School Prospectus - information published in the school prospectuses.
- 2) Governors' documents - information published in the Governors' School Profile and in other governing bodies' documents.
- 3) Pupils & Curriculum - information about policies that relates to pupils and the school's curriculum.
- 4) School Policies - information about policies that relate to the school in general.
- 5) School information - general notices of intended school activities and procedures issued from time to time.

3. Information Currently Published

The information currently published is:

School Prospectus

The statutory contents of the school prospectus. Other items may be included at the schools' discretion:

- The name, address and telephone number of the schools, and the type.
- The names of the Headteacher and Chair of Governors.
- Information on the school's policy on admissions.
- A statement of the school's ethos and values.
- Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
- 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.
- The arrangements for visits to the school by prospective parents.

Governor Documents

School Prospectus: Following the passage of the Education Act 2005, governing bodies are no longer required to hold an annual meeting for parents or produce a governors' annual report to the parents. The report has been replaced by the school profile, which is designed for schools (maintained schools only) to communicate with parents about the school's progress, priorities and performance. Profiles are completed and published online.



The profile was designed after extensive consultation with schools, local authorities, governors, parents and pupils, and improvements have been made as a result. It contains (where relevant):

- Data provided and updated by the Department of Children, Schools and Families (DCSF) annually.
- A summary of the latest OfSTED report provided by the DCSF and updated at least every three years.
- Narrative sections written by the school updated every academic year.

The narrative sections include the following:

- What our successes have been this year.
- What we are trying to improve
- How our results have changed over time.
- How we are making sure every child receives teaching to meet their individual needs.
- How we make sure our pupils are healthy, safe and well-supported.
- What we have done in response to our OfSTED report.
- How we are working with parents and the community.

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 anybody entitled to appoint any category of governor
- Details of any trust
- A description of the religious ethos at the school
- The date the instrument takes effect

Governing Body's Minutes:

Agreed minutes of meetings (current and last full academic school year) of the governing body and its committees. Some of the matters discussed are sensitive, confidential or exempt from publication for other legal reasons and are excluded from the minutes.

Pupils & Curriculum Policies

These are policies that relate to pupils and the school curriculum:



Home – school agreement	Statement of a school’s aims and values, responsibilities, parental responsibilities and expectations of its pupils, e.g. homework arrangements.
Curriculum Policy	Statement on the schools’ policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used.
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the policy on providing for pupils with special educational needs.
Accessibility Plans	Plan for increasing participation of disabled pupils in the schools’ curriculums, 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 schools.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

School Policies

These policies relate to the school in general. Other information and reports related to the school is included:

Ofsted reports	Published report of the last inspection of a school and the summary of the report and inspection reports of religious education.
Charging and Remissions Policies	A statement of the policy with respect to charges and remissions for any optional extra for which charges are permitted, e.g. school publications, music tuition, trips.
School session times and term dates	Details of schools’ session and dates of school terms and holidays
Health and	Statement of general policy with respect to health and safety



Safety Policy and risk assessment	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 a governing body 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 Department of Education and Skills to the head teacher or governing body relating to the curriculum.
Other documents	Any other suitable documents that become available for publication may be added at the appendix at the end of the document and are available on request.

School Information

Routine notices informing parents of timing, events and requests from the staff.

4. Requesting Information

Some of the information is published on our website:
www.st-james-coldwaltham.w-sussex.sch.uk

If you require a paper version of any of the documents within the scheme, contact the school by telephone, email, fax or letter. Contact details are set out below.

Tel No: 01798 872196

Email: office@st-james-coldwaltham.w-sussex.sch.uk

Fax No: 01798 875532

Address: St. James CE Primary School, Church Lane, Coldwaltham, West Sussex, RH20 1LW



To help us process your request quickly, 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 usually provided free. But, if your request means that we have to do a lot of photocopying or printing, pay a large postage charge or it is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

6. 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.

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. The Commissioner can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk
Website : www.informationcommissioner.gov.uk

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Appendix



Further Documents Published

Name of Document

Description