



**Publication Scheme
Information available under the Freedom of Information Act 2000**

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**Member of staff responsible
for this policy in consultation
with staff and governors:**

Nicki Pagden

**Governing Body Committee
responsible for review:**

FGB

Date of next review:

Spring 2020

Ratified by Governing Body:

Spring 2019

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 which is to be published in the future. All information in our publication scheme is 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. Aims and Objectives

We aim to

- Realise the potential of children of all abilities.
- Offer a varied and stimulating curriculum to all our pupils.
- Enable every child to fulfil their learning potential.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

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 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 – information published in the school prospectus.

Governors' Documents – information published on the school website 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 fax or letter. Contact details are set out below.

Tel: **01252 408218**

Contact Address: **Westfields Junior School
School Lane
Yateley
Hampshire
GU46 6NN**

Information requests can also be submitted by e-mail and other electronic means set out in the Act To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in **CAPITALS** please)

All requests for information must be specific in their content, listing the documents required within this scheme.

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

Appendix B illustrates the procedure for dealing with requests made under this scheme.

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 where their publication is necessary for information purposes, however further copies are chargeable under the terms of this policy. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Photocopies are charged at £1.00 per sheet with a minimum charge of £5.00.

The maximum charge for providing information under the terms of this policy is £450.00 as per the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

6. Classes of Information Currently Published

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

The statutory contents of the school prospectus are as follows:

- The name, address and telephone number of the school, and the type of school
- The names of the head teacher and chair of 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 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

Information relating to the Governing Body– this section sets out information published on the school website-and in other governing body documents.

The statutory information provided to parents is as follows, (other items may be included at the school's discretion):

- 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
- A description of the school's arrangements for security of pupil's staff and the premises. 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.
- A statement of policy on whole staff development identifying 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
- A statement of the extent to which proposals in the post- inspection action plan have been carried into effect

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
- The date the instrument takes effect

Minutes of meeting of the Governing Body and its Committees

Agreed minutes of meetings of the governing body and its committees (current and last academic year)

NB. 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.

- 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
- 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
- Child Protection Policy
- Statement of policy for safeguarding and promoting welfare of pupils at the school.
- Pupil Discipline
- Respect Charter

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

- Published report of the last Ofsted inspection of the school and the summary of the report.
- Post Ofsted inspection action plan ~ a plan setting out the actions required following the last inspection.
- 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, and 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 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 to the head teacher or Governing Body relating to the curriculum
- Appendix A –Other documents ~ Appendix A provides a list of other documents that are held by the school and are available on request.

7. Providing Information:

Responses to any request will be provided to the requestor in accordance with the schedule set out within Freedom of Information Act in a format set out by the act and at the discretion of the school.

8. 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 in the first instance, to the Head teacher or the Chair of Governors at the school address

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.

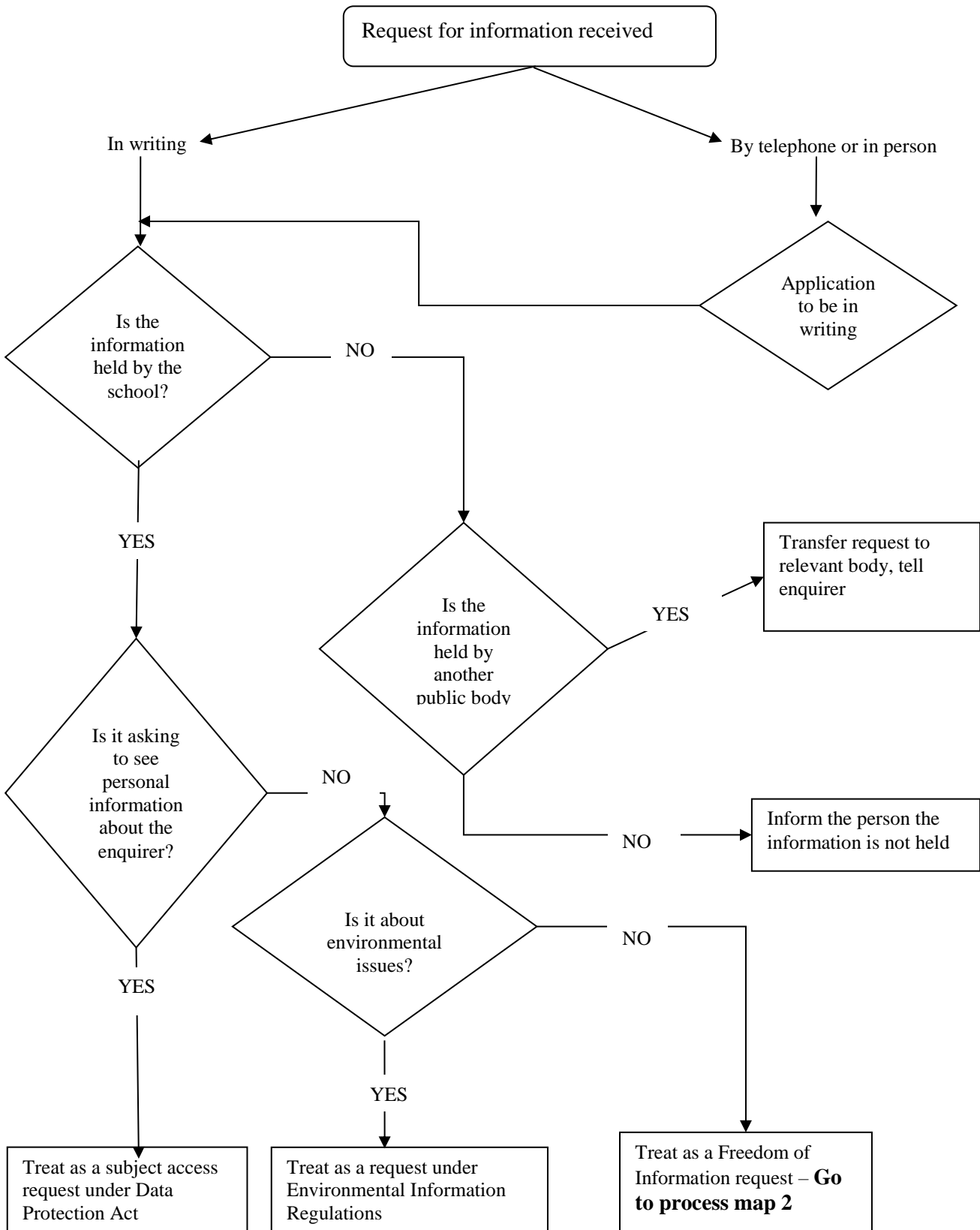
Website: www.informationcommissioner.gov.uk

Reference information: http://ico.org.uk/for_the_public/official_information

Appendix A – Further documents held by the school

Mission Statement
Teaching and Learning Policy
Staff recruitment and selection Policy
Staff Dismissal Committee
Staff Dismissal Appeal Committee
Equal Opportunity
Employment Policy
Pay Policy
Induction of Newly appointed staff Policy
Induction of NQT Policy
Absence Policy
Policy for Staff Development
Performance Management Policy
Threshold and Post Threshold levels
Post Threshold Performance Management Policy
Charging and Remissions Policy
Lettings Policy
Conditions of hire
Statement of responsibilities and roles in the administration of official school funds
Statement of responsibilities and roles in the administration of unofficial school funds
Guidelines for the use of the school safe
Attendance
Admission
Policy for managing medication and supporting pupils with medical needs procedures
Anti-bullying
Policy for restrictive physical intervention.
School Uniform policy
First Aid policy
Staff grievance policy
Homework policy.
Pupil Discipline Committee
Best Value
Complaints
Health and safety
Fire Safety
Road Safety
Visitors Policy
Emergency Action
Access Plan
Governor's visits

Freedom of Information Act Process Map 1



Freedom of Information Act Process Map 2

