

Sheerness West Federation

FREEDOM OF INFORMATION (PUBLICATION SCHEME) POLICY




October 20

Review: December 22

"Dreams Come True With A Positive View"

Policy Review Process	
Frequency of Review	2 Years
Reviewed	October 20
Reviewed By	Mrs L Nunn
Next Review Date	December 22

Policy Status	Statutory
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Policy Approval			
Policy to be approved by:		Governing Body	
Title	Name	Signed	Dated
Chair of Governing Body	Mr K Mackness		01/12/2020
Executive Headteacher	Mr B Cooper		01/12/2020
Head of Schools	Ms H Brewer		01/12/2020
Date Policy Ratified by Governing Body / FLT			01/12/2020

Document Storage

This document is stored electronically as detailed below:

- On KLZ Sharepoint where it is accessible to all SWF Staff
- On the shared network drive, accessible to FLT members only
- On the school website(s) where applicable

A hardcopy of this document is kept in the FLT Offices at Rose Street and West Minster Primary Schools and displayed in the Staff Rooms where appropriate.

All due regard has been given to the Equality Act 2010 when creating the terms and conditions of this policy.

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Introduction

What a publication scheme policy 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 Policy setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment

The Publication Scheme Policy covers information already published and information which is to be published in the future. All information in our Publication Scheme Policy is either available on our website to download and print off or is available in paper form.

Website addresses are www.west-minster.kent.sch.uk and www.rose-street.kent.sch.uk.

The Publication Scheme Policy conforms to the model scheme for schools approved by the Information Commissioner.

Aims and Objectives

The Federation aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of every child
- Help every child develop the skills, knowledge and personal qualities needed for life and work
- Value each child and their contribution to the schools ethos
- Provide a secure, caring environment in which every child can feel successful and happy and able to achieve high standards

This Publication Scheme Policy is a means of showing how we are pursuing these aims.

Categories of Information Published

The Publication Scheme Policy gives you the information that 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 & Nursery Prospectus	<i>Information published in the School and Nursery Prospectus</i>
Governors Documents	<i>Governing Body documents</i>
Pupils and Curriculum	<i>Information about Policies that relates to pupils and the school curriculum</i>
School Policies and other information related to the school	<i>Information about policies that relate to the school in general</i>

How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, letter or you can visit our websites at www.west-minster.kent.sch.uk or www.rose-street.kent.sch.uk. Contact details are set out below:

West Minster Primary School

Telephone: 01795 662178

Contact Address: West Minster Primary School
St George's Avenue
Sheerness
Kent
ME12 1ET

Rose Street Primary School

Telephone: 01795 663012

Contact Address: Rose Street Primary School
Rose Street
Sheerness
Kent
ME12 1AW

To help us process your request quickly please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in capitals please).

If the information you are 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.

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. If your request means that we have to do a lot of photocopying or printing, pay a large postage charge or is for a priced item such as some printed publications or video's, we will let you know the cost before fulfilling your request.

Where there is a charge this will be indicated by a £ sign in the descriptive box.

Classes of Information Currently Published

This section sets out the information published in the various classes of information.

School Prospectus

The statutory contents of each school's prospectus are as follows:

- The name, address and telephone number of the school.
- The type of school
- The names of the Executive Headteacher and Chair of Governors
- Information on the school policy on admissions
- A statement of the school's ethos and values

- Details of any affiliation with a particular religion or religious denomination, the religious education and collective worship and the alternative provision for those pupils
- Information about the school's policy on providing for pupils with additional educational/special educational needs
- 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

Instrument of Government

- The name of the Federation and its schools
- The category of each 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
- Details of the trust
- If the school has a religious character, a description of the ethos
- The date which the instrument takes effect

Minutes of the Meeting of the Governing Body and its Committees

- Agreed minutes of meetings of the Governing Body and its Committees (current and last full academic year). Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish these.

Pupils and Curriculum Policies

Home-School Agreement

- Statement of each school's aims and values, each school's responsibilities, the parental responsibilities and each school's expectations of its pupils for example homework arrangements.

Curriculum Policy

- Statement on following the policy for secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.

Sex Education and Relationship Policy

- Statement of policy with regard to sex and relationship education.

SEN/AEN

- Information about the Federation's policy on providing for pupils with additional educational/special educational needs.

Accessibility Plans

- Plan for increasing participation of disabled pupils in each school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.

Single Equality Scheme

- Statement of policy for promoting race, disability and gender equality.

Collective Worship

- Statement of arrangements for the daily act of collective worship.

Child Protection Policy

- Statement of policy for safeguarding and promoting welfare of pupils at the school.

Pupil Discipline

- Statement of general principles of behaviour and discipline and of measures taken by the Executive Headteacher to prevent bullying.

School Policies and Other Information Related to the School

Published Reports of Ofsted Referring Expressly to the School

- Published report of the last inspection of each school and the summary of the report and where appropriate inspection reports of the religious education in those schools designated as having 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 where the school is designated as having a religious character.

Charging and Remissions Policy

- A statement of the school's policy with regard 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 each school session and dates of school terms and holidays.

Health and Safety Policy and Risk Assessments

- Statements of general policy with respect to health and safety at work or 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 Executive 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.

Curriculum Circulars and Statutory Instruments

- Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Executive Headteacher or Governing Body relating to the curriculum.

Financial Information and Policies

- Reports on spending in relation to pupil premium and sports grant are available on the school websites.
- Finance policies are reviewed annually.

Feedback and Complaints

We welcome any comments or suggestion 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 Mr P Barham (Clerk to the Governors) at either school.

If you are not satisfied with the assistance 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 545700
Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk