

Whittingham C of E Primary School Publication Scheme Policy

Introduction

This document was developed during the Autumn Term 2017

It was approved by the governing body in the Spring Term 2018

This policy will be reviewed in the Autumn Term 2018

A schedule for the review of this, and all other policy documents is set out in the school's cycle of policy reviews. It will be updated as soon as the new GDPR requirements are published.

School Aims

- To provide an open, secure and welcoming Christian environment for each pupil. This is expressed through daily worship which acknowledges the presence of God in our lives.
- To further develop and value the partnership that exists between school and the local churches, in particular, through sharing weekly worship and to encourage an appreciation of the Christian faith and a familiarity with the local Christian heritage.
- To care for each pupils' safety, happiness and well being.
- To value our pupils as individuals, developing their ability to take responsibility for themselves and their actions, promoting confidence and self-esteem, and respect for others and their environment.
- To equip our pupils with the knowledge to make informed choices about having a safe and healthy lifestyle.
- To offer opportunities for our pupils to become involved in the daily life of the school and to prepare them to play an active role as citizens locally and in the wider world.
- To provide a learning environment, which is challenging and stimulating yet ordered and disciplined.
- To provide a broad and balanced curriculum, setting realistic targets for each pupil.
- To extend and reinforce our pupils learning, making expectations clear, and raising achievement levels. To develop and maintain a mutually supportive partnership between home and school

☛ This is Whittingham C of E Primary School (A) 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 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.

Policies – Publication Scheme Policy

2. Aims and Objectives

In addition our Whole School Aims stated at the beginning of the policy. The Publication Policy Aims are as follows:

- To enable every child to fulfill their learning potential, with education that meets the needs of each child,
- To 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 in the Governors

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.

Policies – Publication Scheme Policy

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, email, fax or letter.

Contact details are set out below

Email: Admin@whittingham.northumberland.sch.uk

Tel: 01665 574222

Fax: 01665574763

Contact Address: Whittingham C of E Primary School, Alnwick, Northumberland. NE66 4UP 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 you can still contact the school to ask if we have it.

5. Paying for information

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

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):

- 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
- 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

Minutes 1 of meeting 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]

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(this is also mentioned in the homework policy)
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 Need and Disabilities Policy (SEND)-Information about the school's policy on providing for pupils with special educational needs.

Accessibility Plans -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

Pupil Discipline and Behaviour -Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

This section gives access to information about policies that relate to the school in general that are available.

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 where the school is designated as having a religious character.

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 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 instrument.

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

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

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 The Headteacher 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 [further investigation please refer to our Complaints Policy](#)

Annex A – Further documents held by the school

Internet Access/ Security policy/ E Safety Policy / IT Security - Statement of the school's procedures to ensure internet security for pupils, staff and members of the community.

Spiritual, Moral, Cultural and Social Policy -Statement of policy with regard to the children's

spiritual, moral, cultural and social development.

Attendance Policy Statement of school's procedures for ensuring good attendance.

Asthma Policy Statement of how school deals with the treatment of asthma(in Medical Policy).

Worship policy Statement of how worship is managed within the school.

Educational Visits Policy -Statement of school procedures for educational visits.

Administration of Medicines Policy -Statement of school's procedures regarding when

medicines can be administered within school.

Head Lice Policy

Policy for Volunteers

Policy for Drugs, Alcohol and Tobacco

Healthy Schools Policy

Policy for Lost Child

Policy for Equality

Policy for Buses

Policy for Intimate Care

Policy for looked after children

Food Policy

Foundation Stage Policy

Stress Management Policy

Policy for PPA time

Leave of Absence Policy

Policy for Physical Activity

Health and Safety Policy

Security Policy

Confidentiality Policy

Curriculum Policies – Each curriculum area has its' own policy which is available through the publication scheme.

Ratified by Chair of Governors and Headteacher Spring Term 2018