

PUBLICATION OF INFORMATION POLICY

This is Consett Infant School Publication Scheme

Our full title & address for sending requests for any documents is:

Consett Infant School & Nursery Unit
Teasdale Street
Consett
Co Durham4
DH8 6AF
Telephone/Fax (01207) 504464
Email: consettinfant@durhamlearning.net

The person responsible for maintenance of this scheme is: Mrs J Graham

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 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 for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- give children an excellent start in education so that they have a better foundation for learning.
- enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work.

and 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 spilt 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:

- | | |
|--------------------------------|---|
| <i>School Prospectus</i> | - information published in the school prospectus |
| <i>Governors’ Documents</i> | - information published in the Governors’ Annual Report and in other Governing Body documents |
| <i>Pupils & curriculum</i> | - information about policies that relate to pupils and the school curriculum. |
| <i>School Policies</i> | - information about policies that relates to the school in general. |

4. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you’re looking for isn’t available via the scheme **and isn’t on our website**, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email:	consettinfant@durhamlearning.net
Tel:	(01207) 504464
Fax:	(01207) 504464
Contact Address:	Teasdale Street Consett Co Durham DH8 6AF

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

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.

All copies of information covered by this publication will incur a charge of 5p per page. 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.

6. **Classes of Information Currently Published**

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

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> • 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 about 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 schools' policy on providing for the 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.

Governors' Annual Report and other information relating to the Governing Body - this section sets out information published in the Governors' Annual Report and in other Governing Body documents

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> • 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. • Information about school security • 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

	<ul style="list-style-type: none"> • 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 • How teachers’ professional development impacts on teaching and learning • Number of pupils on roll and rates of pupils’ authorised and unauthorised absences • National Curriculum assessment results for Key Stage 1, with national summary figures
Instrument of Government	<ul style="list-style-type: none"> • 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 person entitled to appoint any category of governors • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the Governing Body and its committees	Minutes from governors’ board and committee meetings [<i>current and last full school year</i>]

Pupils and Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum

Class	Description
Home-School Agreement	Written 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 arrangement
Curriculum Policy	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school
Sex Education Policy	Written statement of policy with regard to sex education
Collective Worship	Statement of arrangements for the required daily act of collective worship

Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti bullying as appropriate
------------------	--

School Policies - this section gives access to information about policies that relate to the school in general

Class	Description
Published reports of HM Inspectors referring expressly to the school	Report of an inspection of the school and the summary of the report
Post Inspection action plan	A plan setting out the actions required following an Ofsted inspection
Charging and remissions policies	A statement of the schools' policy with respect to charges and remissions for any optional extra or board and lodging of which charges are permitted, for example music tuition, trips
School session times	Details of school session and dates of school terms and holidays
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Written plan of improvements to access for pupils with disabilities
Health and Safety Policy	Written 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
Child Protection Policy	Statement of general principles on Child Protection arrangements
Complaints Procedure	Statement of procedure for dealing with complaints
Staff Appraisal	Statement of procedures adopted by the Governing Body relating to staff appraisal
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	Any statutory instrument department circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

statutory instruments	
-----------------------	--

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 need to make a complaint then initially this should be addressed to Mrs J Graham, Head Teacher or Mrs J Stephenson, Deputy Head Teacher.

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 Office of the Information Commissioner. 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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Or

**Helpline: 0303 123 1113 (Local Rate)
01625 545 745 (National Rate)**

Website: <https://ico.org.uk>

Review due: April 2021

