

# Lord Deramore's Primary School

## Publication Scheme for 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 the school 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 either available on our website to download and print off, or in paper form from the school office.

Certain 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. School Aims Statement**

We aim to provide a stimulating environment where positive attitudes to learning, to life and to each other are prioritised and valued in our multi-ethnic community. The school believes that partnership between children, staff, parents, governors and the Education Authority is fundamental in achieving these aims. We wish to contribute to the children building rewarding and satisfying lives, during which they contribute to society as active, positive and responsible members.

The school will:

- Provide a stimulating and exciting environment where positive attitudes to learning are promoted and valued.
- Provide a balanced, challenging and appropriate curriculum, which embraces the National Curriculum.
- Encourage children to develop active, enquiring and critical minds and stimulate creative thinking.
- Provide opportunities for children to develop as responsible and mature individuals and to respond to a positive code of behaviour.
- Celebrate the multi-cultural diversity that we enjoy at Lord Deramore's.
- Enhance our partnership between home, school, governors and the wider community.

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- Provide equality of opportunity for all.

#### 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 School Profile 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 telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.lordderamores.com](http://www.lordderamores.com)

Email: [lordderamores.primary@york.gov.uk](mailto:lordderamores.primary@york.gov.uk)

Tel: 01904 553890

Fax: 01904 414142

Contact Address: School Lane, Heslington, York YO10 5EE

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 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 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. Generally, the cost of photocopying/printing will be at 10p per sheet (black and white) and postage will be the actual cost of Royal Mail standard 2<sup>nd</sup> class.

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#### 6. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the Headteacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• 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</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>

**The School Profile and other information relating to the governing body**– this section sets out information published in profile and in other governing body documents.

Class	Description
<b>School Profile</b>	<p>The statutory contents of the school profile are as follows:</p> <ul style="list-style-type: none"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a description of the school's arrangements for security of pupils staff and the premises</li> <li>• 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</li> <li>• 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</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• a statement of the extent to which proposals in the post- inspection action plan</li> </ul>

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	have been carried into effect
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees [ <i>current and last full academic school year</i> ]

1 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.

<b>Class</b>	<b>Description</b>
Admissions Policy	Policy for the admission of children to the school
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
Curriculum Policy	Policy setting out the principles underlying the curriculum subjects
Learning and Teaching Policy	Principles of learning and teaching within the school
Early Years Policy	Policy for the care, teaching and learning of children in Early Years
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
More Able Pupils	Policy for the identification and support of more able pupils
Access Plan	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
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.

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Equal Opportunities Policy	Policy setting out the school's principles and practice in seeking to recognise equity and justice for all regardless of sex, race, religious belief or disability
English as an Additional Language Policy	Policy for the support of children for whom English is an additional language
Race Equality Policy	Statement of policy for promoting race equality
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying
Anti-bullying Policy	Policy to nurture respect and tolerance
Attendance Policy	Policy setting out the school's procedures for reporting absence
Collective Worship	Statement of arrangements for the required daily act of collective worship
Educating Children at Home	Policy for the education of children absent through ill health
Homework Policy	A policy for work and activities which children are asked to do outside lesson time
Mathematics Policy	Policy for the teaching and learning of mathematics
Science Policy	Policy for the teaching and learning of science and scientific skills
ICT Policy	Policy for the teaching and learning of ICT incorporating rules for the appropriate use of the internet
History Policy	Policy for the teaching and learning of history
Geography	Policy for the teaching and learning of geography
RE Policy	Policy for the teaching and learning of religious education
Design and Technology Policy	Policy for the teaching and learning of design and technology
Art Policy	Policy for the teaching and learning of art, including craft and design
Arts Policy	Policy for expression and communication by creating, making and presenting art works using the four strands of dance, drama, music and visual art
Music Policy	Policy for the teaching and learning of music and its enjoyment
Physical Activity policy	Policy for the understanding and development of a range of physical skills, health and fitness
Language Policy	Policy for the development of language skills including speaking, listening, reading, writing and speaking
Sex and Relationships Policy	Statement of policy with regard to sex and relationship education
PSHCE Policy	Policy for the development and assessment of pupils' personal and social development

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Spiritual Moral Social and Cultural Development	Policy for spiritual, moral, social and cultural development
Marking Feedback Policy	Policy for the consistent, manageable and effective approach to marking throughout school
Monitoring and Evaluating Policies	Policy to check what is happening within the curriculum and to find out how successful it is
Assessment Recording and Reporting	Policy for the continual assessment of the progress of pupils to inform teaching and learning
Physical Intervention Policy	Policy setting out the school's arrangements for the care and control of pupils
Photographic Images	Guidance for using images of children – photographs, videos, websites and web cams
Sun Awareness Policy	Statement of commitment to raising sun awareness issues in a positive manner

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

<b>Class</b>	<b>Description</b>
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
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 within the school environment, the organisation and arrangements for carrying out the policy and for controlling risks to health and safety through risk assessment wherever possible
Policy for Dealing with Complaints	Statement of procedures for dealing with complaints by parents against staff
Disciplinary Procedure	Statement of procedure for disciplinary action against a member of staff
Grievance Complaints Procedures	Statement of procedures for staff who are dissatisfied with aspects of their employment or a perceived injustice
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 Headteacher on the effectiveness of appraisal procedures
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or governing body relating to the curriculum
Annex A - 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.

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:

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*Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF*

or

Enquiry/Information Line: 01625 545 700

E Mail: [notifications@ico.gsi.gov.uk](mailto:notifications@ico.gsi.gov.uk)

Website : [www.ico.gov.uk](http://www.ico.gov.uk)

Policy reviewed June 2015



Approved by Finance Committee

Meeting Date 24th June 2015



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#### Freedom of Information Publication Scheme Annex A – Further documents held by the school

<b>Name of Document</b>	<b>Description</b>
Budget Management Policy	Policy for the management and administration of the school's finances
Fire Procedures Policy	Procedures in the event of a fire (and for fire practices)
Lettings Policy	Policy for the occasional letting of the school premises (incorporating conditions of use)
School Travel Plan	Plan to promote a healthier and safer environment within and around school by encouraging walking/cycling/use of public transport through education and practical measures
School Improvement Plan	Working document incorporating the school's aims, its strategic direction and priorities for the coming years supported by specific action plans
Staff Development Policy	Statement of school's approach to staff development to maintain and improve the quality of teaching and learning
Tracking Data	The process of tracking individual pupil progress
Students/Volunteers in School	Statement with regard to short and longer term students and volunteers in school
Quality in Meetings	Guidelines to improve the quality of meetings held at school
Senior Management Team	Statement of Responsibilities