



St. Peter's C.E. Junior School

Stilwell Close, Yateley, Hampshire GU46 6XH.

Policy Number: GB/6/Nov09	Date Agreed: 12 th November 2009
Policy Title: INFORMATION PUBLICATION SCHEME	Authorised By: <u>J.H.Divall</u>
Area: Governing Body	Due for Review: September 2010
<p><i>The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential.</i></p> <p><i>All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy.</i></p> <p><i>In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.</i></p>	

Our publication scheme is a guide to the types and format of information that the school undertakes to make available to the public as a matter of routine. The governing body is responsible for maintenance of this scheme.

We have chosen to adopt the model scheme provided by the DCSF, as detailed below.

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. We plan to use our school website as the primary publication method, although much of the information is also provided in printed leaflet form and distributed to new parents as appendices to the school prospectus. 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

At St Peter's we aim to:

- Create a secure, safe and caring environment, where pupils feel valued and are listened to
- Provide a challenging curriculum, which ensures all pupils reach their full potential
- Encourage independence and enthusiasm for learning, thus raising pupils' self esteem
- Encourage respect for ourselves and other peoples' beliefs, customs and opinions
- Create a supportive partnership between the school, parents and the wider community

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 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 online 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.stpetersyateley.co.uk

Email: **head@st-peters-yateley.hants.sch.uk**
 Tel: **01252 870536**
 Textphone: *none*
 Fax: **01252 878427**
 Contact Address: **Stilwell Close, Yateley, Hampshire GU46 6XH**

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

6. Classes of Information Currently Published

6.1 School Profile and other information relating to the governing body - this section sets out information published in the School Profile and in other governing body documents.

All of this information is available online at either the school website or the OfStEd website unless marked with A  sign.


<i>Class</i>	<i>Description</i>
School Prospectus	<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"> • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of governors • a statement of the school's ethos and values • details of our affiliation with the Church of England, and the religious education provided <p>and as attached appendices:</p> <ul style="list-style-type: none"> • a copy of the school policy on admissions • details of 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 • details of the arrangements for visits to the school by prospective parents

<i>Class</i>	<i>Description</i>
Online School Profile	<p>The contents of the School Profile, which is available to view online at http://schoolsfinder.direct.gov.uk/8505212/school-profile/ include:</p> <ul style="list-style-type: none"> • What our successes have been this year • What we are trying to improve • How much progress pupils make between age 7 and 11 • How well pupils achieve at age 11 • How our results have changed over time • How we are making sure we are meeting the learning needs of individual pupils • How we make sure our pupils are healthy, safe and well-supported • How our absence rates compare with other schools • What activities are available to pupils • How we are working with parents and the community • What pupils have told us about the school and what we have done as a result • What our pupils do after leaving this school • What we have done in response to Ofsted inspections • The name, address and telephone number of the school, and the type of school • The names of the head teacher and chair of governors
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 body entitled to appoint any category of governor • Details of any trust • A description of our ethos • The date the instrument takes effect
Minutes ¹ of meetings of the governing body and its committees 	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p>

6.2 Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

<i>Class</i>	<i>Description</i>
Home - school-pupil agreement	<p>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</p>







¹ Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

<i>Class</i>	<i>Description</i>
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
SEN Policy	Information about the school's policy on providing for pupils with special educational needs
RE Policy	Information about the school's policy for Religious Education
SMSC Policy	Information about the school's policy for Spiritual, Moral, Social & Cultural education
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 and promoting welfare of pupils at the school. (<i>Section 4:A of school Health and Safety Manual</i>)
School Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

<i>Class</i>	<i>Description</i>
Published reports of Ofsted referring to the school	Published report of the last inspection of the school and the summary of the report, and diocesan inspection reports of religious education
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
Admissions Policy	A statement of the criteria and process adopted by the school in deciding priorities for admission
Confidentiality Policy	A statement of how the school views and enforces confidentiality.

<i>Class</i>	<i>Description</i>
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 (<i>See the school Health and Safety Manual</i>)
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management for 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 (as described in the current Hampshire 'Guide to Personnel Practice - Vol 1')
Curriculum circulars and statutory instruments	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

<i>Class</i>	<i>Description</i>
Other documents	<p>Other documents that are held by the school and are available on request include:</p> <ul style="list-style-type: none"> • Teaching and Learning Policy • Marking for Improvement Policy • Equal Opportunities for Staff • Governors Allowances Policy • Pay Policy • Homework Policy • Guidelines for Off-site Visits  • Internet and Email Policies (pupils and staff)  • PSHE and Citizenship Policy  • Drug Awareness and Management Policy  • Education and the Environment Policy • Healthy Eating Policy • Induction of New Staff • Inclusion Policy • Information on School Uniform • Information on School Meals • Information on How To Find Us • School Newsletters • School Council Minutes • Physical Restraint Policy • Attendance Policy • School Organisation Policy  • ICT Policy 

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, St Peter's CE Junior School, Stilwell Close, Yateley, Hampshire GU46 6XH.

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: **Tel: 08456 306060 or 01625 545745 / Fax: 01625 524510**
Email: **mail@ico.gsi.gov.uk**
Website : **www.ico.gov.uk**