

Example School 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 either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

2. Aims and Objectives

The **aims** of our school are that the Governors and staff work together:

- for every child to develop an understanding of excellence, a desire for knowledge, an enquiring mind and an enjoyment of learning
- to develop all children as life-long learners
- to develop all children as responsible, caring members of the community
- to develop all children as motivated individuals who strive for the highest possible achievements
- to develop all children to have high self- esteem, who are respectful of themselves, others and the environment.

Together we are always reviewing and implementing our practices to improve:

- a broad, balanced and well taught curriculum
- the effective teaching of basic skills
- the capacity of our staff to manage and develop children in a challenging context.
- a safe, ordered and secure environment
- the overall performing arts and music provision throughout the school
- partnerships with parents and the wider community
- extended school services
- high expectations, excellent progress and high academic standards
- an ethos of mutual respect, care, support, encouragement and inclusion
- a recognition and celebration of everyone's achievements and success.

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 on the school website 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.

Email: **k.wood@wlycstln.bham.sch.uk** Tel: **0121 427 1058** Contact Address: **109 Weoley Castle Road Birmingham B295QD**

or you can visit our website at weoleycastlelennurseryschool

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 are required to carry out a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or DVDs 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	<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 • 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 • National Curriculum assessment results for appropriate Key Stages.

Governor's Documents and other information relating to the governing body– this section sets out information published on the school website and in other governing body documents.

Class	Description
Pupil Premium	<ul style="list-style-type: none"> • The allocation of funding to the school, its use and impact on attainment.
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 • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	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

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

Class	Description
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 instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Children, Schools and Families to the head teacher 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, or intending to be published by the school in the future 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: [insert contact details].

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

Enquiry/Information Line: 0303 123 1113

E Mail: casework@ico.org.uk

Website : ico.org.uk

Weoley Castle Nursery School
Freedom of Information Publication Scheme
Annex A – further documents held by the school

Name of Document	Description
Admissions Policy	Adopted policy of Birmingham Local Authority : Policy for Admission Arrangements for Community and Voluntary Controlled Primary School Maintained Nursery Classes. Policy for Admission Arrangements and Admissions Numbers for Community and Voluntary Controlled Primary Schools and Proposed Co-ordinated Scheme for all Primary Schools – Normal Age of Entry.
Attendance Policy	This policy sets out the school’s plans to encourage and support parents with good attendance including procedures around requesting sessions of absence and how attendance data is held.
Behaviour and Discipline Policy	A policy that outlines the expectations of all pupils in terms of acceptable behaviour and conduct and also makes clear the sanctions that will be used when behaviour is unacceptable.
Charging and Lettings Policy	Policy outlining general charges made by the school for lettings and use of its facilities.
Charging For School Activities Policy	A policy which outlines how visits are costed and the voluntary contributions requested from parents.
Child Protection Policy	Adopted Policy of Birmingham Local Authority: Child Protection – Managing Allegations and Concerns, Policy, Procedures and Guidance
Child Protection Guidance	A guidance document for use by all adults who work in our school. This supports the local authority’s adopted policy.
Complaints Procedure	Adopted Policy of Birmingham Local Authority: Model Complaints Procedure
Disability, Race, Gender Equality Schemes.	This scheme has been produced along with action plans which are on-going.
Emergency Plan	This plan is the operational procedures of how the school will react if and when an emergency occurs.
Health and Safety Policy	A policy that outlines procedures and protocols in school that enable the school environment to operate in a safe and manageable way that protects all stakeholders.
Performance Management Policy	A policy created by the Governing Body of the school and relates to all teaching staff.
Special Educational Needs Policy	This policy outlines the school’s approach to meeting the needs of learners across the school.

