**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 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 might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this – for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

**2. Aims and Objectives**

The school aims to:

• enable every child to fulfil their learning potential, with education that meets the needs of each child,

• 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 Annual Report 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: **admin@shawridge.swindon.sch.uk**

Tel: **01793 871601**

Contact Address: **Ridge Green, Shaw, Swindon, SN5 5PU**

To help us process your request quickly, please clearly mark any correspondence

**“PUBLICATION SCHEME REQUES**T” (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 |

**Other information relating to the governing body**

|  |  |
| --- | --- |
| **Class** | **Description** |
| Instrument of  Government | • 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 anybody 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 of meetings 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 and Curriculum Policies -** This section gives access to information about policies that relate to pupils and the school curriculum.

|  |  |
| --- | --- |
| **Class** | **Description** |
| 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 |
| Relationships Education  Policy | Statement of policy with regard to sex and relationship education |
| Special Education Needs Policy | 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 and promoting welfare of pupils at the  school. |
| Pupil Discipline | Statement of general principles on behaviour and discipline and of  measures taken by the head teacher to prevent bullying. |

**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 of Education and Skills 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  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 Chair of Governors, Shaw Ridge Primary School, Ridge Green Swindon. SN5 5PU.

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: 01625 545 700**

**E Mail: publications@ic-foi.demon.co.uk.**

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

Ratified: Full Governing Body

Review Date: March 2022 (or earlier if required)