



**This is Westbrook Old Hall Primary  
School's Publication Scheme  
on information available under the  
Freedom of Information Act 2000**

## SCHOOL MISSION STATEMENT

We believe that the best preparation for tomorrow's future is striving to do our best today.

**We believe** that because **our children matter**, they have the right to be safe and healthy, happy and confident, recognised for the individuals they are and for those they might become.

**We believe** that because **our children's achievement matters**, they have the right to an excellent learning environment that promotes high expectations, ensures inclusion, recognises diversity and promotes progress and attainment.

**We believe** that because **our children's future matters**, they have the right to lead, the right to follow, the right to take best advantage of present and future technology and the right to a global life free from threat

### **Aims (Outcomes)**

Our school aims that all children:

- Are tolerant and responsible
- Are happy and confident
- Are safe and healthy
- Are skilled and willing
- Are eco aware
- Are techno 'cute'
- Are leaders and partners
- Are flexible
- Are given every opportunity to attain and progress
- Are mindful of the joy of diversity
- Are focused on being excellent in all they do
- Are expected always to do their best

## SCHOOL AIMS

Our **children** matter, as does their **achievement** and so too does their **future**.

### **Because our children matter, we will work to:**

- Ensure they are safe and ensure that they can keep themselves and others safe too
- Make sure that school life is happy, enjoyable and rewarding - taking each and every opportunity to build confident, positive citizens of the future
- Develop individuals with a sense of responsibility to themselves and to their community, able to respond positively to different views and beliefs

### **Because our children's achievement matters, we will work to:**

- Release and develop the excellence latent in all our children
- Ensure high expectations in all we do, developing a culture that remains positive about the steps to success and able to celebrate success accordingly
- Provide an inclusive learning framework where individual needs are recognised and catered for, where diversity is celebrated for what it offers our school community
- Ensure that all children make good progress leading to attainment appropriate to potential
- Develop learners with a love of learning and a commitment to future learning in life

### **Because our children's futures matter, we will work to:**

- Develop their ability to release the opportunities provided by technologies present and future
- Develop their awareness of their footprint upon this 'one' world and how they can contribute to its sustainability
- Develop a skills base and a solution-focused attitude that can be applied to effect in a variety of circumstances now and in the future
- Develop an ability to lead others and to be led by others in productive working partnerships

## **EQUALITY STATEMENT**

Equal Opportunities is the responsibility of the whole school community and must be reflected throughout the organisation of the school and be addressed in the taught and hidden curriculum.

All staff, governors, parents/guardians and pupils will be involved in developing, implementing and monitoring the equal opportunities policy and practice.

All staff, governors, parents/guardians and pupils regardless of race, religion, ethnicity, disability, age, gender, sexual orientation and socio-economic background, are welcome and will be encouraged to participate in the life of the school.

The school recognises its responsibilities under the Equality Act 2010 to eliminate discrimination and to promote good race relations.

## **BRITISH VALUES**

The government set out its definition of British Values in the 2011 Prevent Strategy. At Westbrook Old Hall, we reinforce regularly the following values through an agreed programme: Democracy, The Rule of Law, Individual Liberty, Mutual Respect and Tolerance of those of Different Faiths and Beliefs.

## 1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 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. 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, 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 Information, Governors' Documents, Pupils, Curriculum and School Policies and Other Related Information*

## 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:

Address: Old Hall Primary School, Old Hall Road, Warrington, WA5 9QA

Email: [oldhallhead@googlemail.com](mailto:oldhallhead@googlemail.com)

Tel: 01925 415544

Fax: 01925 659153

Website: [www.westbrookoldhall.co.uk](http://www.westbrookoldhall.co.uk)

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.

The school will provide requested information within twenty working school days after the initial request.

## 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, printing, pay a large postage charge or if it is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. There will be an administrative charge of £25.00 for such information and additional charges will be added when incurred.

## 6. Classes of Information Currently Published

Class	BASIC SCHOOL INFORMATION
<b>Basic School Information</b> <b>On website</b>	<p>The contents are as follows:</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 Head-teacher and Chair of Governors.</li> <li>• Information on the school policy on admissions (see Other Related Information).</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 (see Collective Worship Policy).</li> <li>• Information about the school's policy on providing for pupils with special educational needs (see SEND Policies).</li> <li>• Information about the school's policy on providing for pupils using Pupil Premium and Sport Premium (see Other Related Information).</li> <li>• Number of pupils on roll and rates of pupils' absences.</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures (See Other Related Information).</li> <li>• The arrangements for visits to the school by prospective parents.</li> </ul>

CLASS	GOVERNORS' DOCUMENTS
<b>Code of Practice</b> <b>On website</b>	Agreed code for behaviour of governors.
<b>Committee Business Plans</b> <b>On website</b>	Agenda items for each committee meeting.

<b>CLASS</b>	<b>GOVERNORS' DOCUMENTS</b>
<b>Directory</b> <b>On website</b>	Contact details for governors.
<b>Key Information</b> <b>On website</b>	Information about Governors: Name, Status, Appointed By, Date of Appointment, Term of Office, Committees, Subject Links, Pecuniary Interest, Relationship between Governors, Governance in other schools.
<b>Minutes of meeting of the governing body and its committees</b> <b>Available on request</b>	Agreed minutes of meetings of the governing body and its committees for the current and past five academic years. This does not include Part II confidential minutes.
<b>Register</b> <b>On website</b>	Register of attendance at committee meetings.
<b>Terms of Reference</b> <b>On website</b>	Procedures and protocols for governors.
<b>Visits</b> <b>On website</b>	Agreed principles for governors visiting the school.

<b>CLASS</b>	<b>PUPILS, CURRICULUM AND SCHOOL RELATED POLICIES</b>
<b>Absence Policy</b> <b>Available on request</b>	The school's policy for parents seeking authorisation for pupil planned absence.
<b>Accessibility Plans</b> <b>On website</b>	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.
<b>Accidents</b> <b>Available on request</b>	The school's policy on dealing with accidents.
<b>Administration of Medicine</b> <b>Available on request</b>	A statement of the school's arrangements for the administration of medicines.
<b>Adoption</b> <b>Available on request</b>	The school policy related to the rights of staff when adopting.
<b>Allergy</b> <b>Available on request</b>	A statement of the school's arrangements for allergies.
<b>Anti-Bullying</b> <b>On website</b>	Statement of general principles on anti-bullying and of measures taken by the school to prevent bullying.

<b>CLASS</b>	<b>PUPILS, CURRICULUM AND SCHOOL RELATED POLICIES</b>
<b>Appraisal and Capability</b> <b>Available on request</b>	The school's policy on teacher appraisal and capability.
<b>Assessment</b> <b>On website</b>	The school procedures for assessment of pupils.
<b>Authorised Leave</b> <b>Available on request</b>	The school policy related to the rights of staff when requesting authorised leave.
<b>Business Continuity Plan</b> <b>Available on request</b>	The school plan in case the school is not able to access its premises.
<b>Charging and Remissions Policies</b> <b>On website</b>	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.
<b>Collective Worship</b> <b>On website</b>	Statement of policy arrangements for the required daily act of collective worship.
<b>Community Cohesion</b> <b>Available on request</b>	The school policy on links with the local community.
<b>Complaints Policy/ Procedure</b> <b>On website</b>	Statement of procedures for dealing with complaints.
<b>Confidentiality</b> <b>On website</b>	The school's policy on confidentiality.
<b>Contingency Plan</b> <b>Available on request</b>	The school plan to evacuate the building in case of emergency.
<b>Continuous Professional Development</b> <b>Available on request</b>	The school policy on meeting the needs of staff and their professional development.
<b>Critical Incident Plan</b> <b>Available on request</b>	The school plan/procedures related to a critical incident.



<b>CLASS</b>	<b>PUPILS, CURRICULUM AND SCHOOL RELATED POLICIES</b>
<b>Data Protection</b> <b>Available on request</b>	The school policy on data protection.
<b>Dignity at Work</b> <b>Available on request</b>	The school's policy on ensuring that all are treated with respect in the workplace.
<b>Directed Time</b> <b>Available on request</b>	The school statement on how teachers are required to work their directed hours.
<b>Discipline and Grievance</b> <b>Available on request</b>	The school's procedures and policies for staff discipline and grievance.
<b>Drug Policy</b> <b>Available on request</b>	The school's policy in relation to drugs.
<b>Drug, Alcohol and Substance Misuse Policy</b> <b>Available on request</b>	The school policy to provide support to staff related to drugs, alcohol or substance misuse.
<b>E - Safety</b> <b>On website</b>	Statement of general principles to promote E - Safety.
<b>Early Years and Transition from Early Years to Year 1</b> <b>On website</b>	The school policy on provision in the Early Years and how the school handles transition from Early years to Year 1.
<b>Educational Visits</b> <b>Available on request</b>	The school policy on organising school visits.
<b>Equality Policy, Scheme and Objectives</b> <b>On website</b>	Statement of policy/objectives for promoting equality.
<b>Exclusion</b> <b>Available on request</b>	The school policy on excluding pupils.

<b>CLASS</b>	<b>PUPILS, CURRICULUM AND SCHOOL RELATED POLICIES</b>
<b>Fire Prevention</b> <b>Available on request</b>	The school's policy on preventing fire.
<b>First Aid</b> <b>Available on request</b>	Statement of the school's arrangements for providing first aid.
<b>Flexible Working</b> <b>Available on request</b>	The school policy on staff and flexible working practices.
<b>Food Policy</b> <b>Available on request</b>	Statement on how the school promotes healthy food choices.
<b>Freedom of Information Policy</b> <b>On website</b>	A statement of the school's arrangements for providing access to key information.
<b>Gate Policy</b> <b>On website</b>	The school's policy for school access.
<b>Health and Safety Policy and Risk Assessment</b> <b>Available on request</b>	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.
<b>Healthy Eating</b> <b>On website</b>	The school policy on healthy eating in school.
<b>Honoraria and Acting Up</b> <b>Available on request</b>	The school policy on honoraria payments and the deputy acting up.
<b>Inclusion and SEND Policy, Annual Report, Information for Parents and School Offer</b> <b>On website</b>	Information about the school's policy on providing for pupils with special educational needs.
<b>Initial Teacher Training</b> <b>Available on request</b>	The school policy on managing teacher training.

<b>CLASS</b>	<b>PUPILS, CURRICULUM AND SCHOOL RELATED POLICIES</b>
<b>Intimate Care</b> <b>Available on request</b>	The school policy related to the principles applied to pupils when in need of intimate care.
<b>Learning and Teaching</b> <b>On website</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
<b>Lockdown Plan</b> <b>Available on request</b>	The school plan in case the premises need to be locked down.
<b>Lone Working</b> <b>Available on request</b>	The school policy on staff working alone in school.
<b>Managing Allegations Against Staff</b> <b>On website</b>	The school policy on procedures to follow if an allegation is made against a member of staff.
<b>Maternity</b> <b>Available on request</b>	The school policy related to the rights of staff when on maternity.
<b>Missing Child</b> <b>Available on request</b>	A statement of how the school responds to a missing child incident.
<b>Mobile Phone/ Electronic Device</b> <b>On website</b>	The school's policy on the use of electronic devices on the school premises.
<b>No Smoking</b> <b>Available on request</b>	The school's policy on smoking on its premises.
<b>Parental Leave</b> <b>Available on request</b>	The school policy related to the rights of staff when requesting parental leave.
<b>Paternity/Maternity Support Leave</b> <b>Available on request</b>	The school policy related to the rights of staff when requesting paternity/maternity support leave.
<b>Pay</b> <b>Available on request</b>	The school's policy on staff pay.
<b>Photography</b> <b>On website</b>	The school's policy on the use of images.

<b>CLASS</b>	<b>PUPILS, CURRICULUM AND SCHOOL RELATED POLICIES</b>
<b>Positive Behaviour</b> <i>On website</i>	Statement of general principles on behaviour and discipline and of measures taken by the Head-teacher to prevent bullying.
<b>Positive Handling</b> <i>On website</i>	Statement of general principles on the physical handling of pupils.
<b>Preventing Extremism and Radicalisation/Risk Assessment</b> <i>On website</i>	The school's policy on how to prevent extremism/radicalisation and an annual risk assessment.
<b>Pupil Premium</b> <i>On website</i>	The school policy on effective use of the Pupil Premium.
<b>Re-deployment</b> <i>Available on request</i>	The school policy on the re-deployment of staff.
<b>Retirement</b> <i>Available on request</i>	The school policy related to the rights of staff when retiring.
<b>Safe Recruitment</b> <i>Available on request</i>	The school's policy for ensuring that the recruitment of staff is within agreed guidelines.
<b>Safeguarding</b> <i>On website</i>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>School Visits</b> <i>Available on request</i>	The school's policy for the organisation of school visits.
<b>Sex and Relationships Education Policy</b> <i>On website</i>	Statement of policy with regard to sex and relationship education.
<b>Site Access</b> <i>Available on request</i>	The school's policy on accessing the school site.
<b>Social Media and Networking</b> <i>Available on request</i>	The school policy related to the expectations on staff when using social media.
<b>Stress</b> <i>Available on request</i>	The school policy in dealing with staff stress related issues.

<b>CLASS</b>	<b>PUPILS, CURRICULUM AND SCHOOL RELATED POLICIES</b>
<b>Support Staff Progress Review and Development</b> <b>Available on request</b>	The school policy on support staff appraisal and professional development.
<b>Supporting Children with Medical Needs</b> <b>On website</b>	A statement of the school's provision for any child with medical needs.
<b>Vetting and Identity Checks</b> <b>Available on request</b>	The school's policy for ensuring the recruitment adheres to safeguarding procedures.
<b>Volunteers and Visitors</b> <b>Available on request</b>	The school's policy on volunteers and visitors.
<b>Whistleblowing</b> <b>On website</b>	The school's procedures around the need for employers to have appropriate measures in place for employees to raise concerns about certain issues.
<b>Work Life Balance</b> <b>Available on request</b>	The school statement on ensuring staff have a healthy work life balance.

<b>CLASS</b>	<b>OTHER RELATED INFORMATION</b>
<b>Admission Arrangements</b> <b>On website</b>	A link on the web-site to the admission arrangements of Warrington Local Authority.
<b>Dinner Menus</b> <b>On website</b>	A list of menus for the term.
<b>Early Help</b> <b>On website</b>	Information related to a wide range of services to help families.
<b>Letters</b> <b>On website</b>	Letters sent out by school.
<b>Newsletters</b> <b>On website</b>	Monthly updates.
<b>PE and Sport Premium Spend</b> <b>On website</b>	Details of how the school spends its PE and Sport Premium funding.
<b>Performance Tables</b> <b>On website</b>	A link on the web-site to the DfE performance tables web-site.

CLASS	OTHER RELATED INFORMATION
Published reports of Ofsted referring expressly to the school <b>On website</b>	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. This can be found on the OFSTED website: <a href="http://www.OFSTED.co.uk">www.OFSTED.co.uk</a> - look under primary inspections, then under Warrington, then under Westbrook Old Hall.
Pupil Premium Spend <b>On website</b>	Details of how the school spends its pupil; premium funding.
School calendar <b>On website</b>	A calendar of School Events.
Staff Conduct <b>Available on request</b>	The school's expectations of all staff on school premises.
Stakeholder Surveys <b>On website</b>	The results of Parent and Pupil Surveys.
Term dates <b>On website</b>	Details of school session and dates of school terms and holidays.

## 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, require further assistance or wish to make a complaint then this should be initially addressed to the 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 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: 01625 545 700

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

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