

Sefton Park Infant & Junior Schools

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 the documentation) is that public authorities, including all maintained schools, should be clear and proactive about the information they 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 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

Whilst at Sefton Park Schools it is our aim that all children will:

- Be happy and enthusiastic, secure in the knowledge that they are safe, cared for, liked and valued individually. They will care for and respect themselves and others.
- Make appropriate progress in the development of skills, knowledge and attitudes pertinent to their all round development as caring, creative individuals and learners.
- Enjoy learning through both adult and self directed opportunities. They will frequently experience success, will challenge themselves and be confident in taking risks with their learning.
- Contribute as positive members of the school community and be well prepared for the next stage with their learning.
- Feel supported by their parents and carers as valued co-educators.

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 governing body documents.

Pupils and 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: seftonpark@bristol-schools.uk

Tel: 0117 377 3290

Fax: 0117 377 3292

Contact address Sefton Park Schools
Ashley Down Road
Bristol BS7 9BJ

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in CAPITALS please).

If the information you are looking for isn't available via the scheme, you can still contact the school to ask if we have it.

5. Paying for information

The school has the discretion to charge members of the public making a request for information, a fee in accordance with the Fee Regulations of the Act.

Aim

The aim of this policy is to set out charges in line with the Department of Constitutional Affairs and Bristol City Council recommendations.

Guidelines

The following will be taken into account when deciding if charging is

applicable:

- find out if the school holds the information requested

- requests will be answered within 20 working days with the exception of a school holiday happening during that time

- time involved in locating and retrieving information

Freedom of Information Publication Scheme Page 2 of 5 Reviewed and updated by
the Chair of Governors

Adopted by FGB : February 2013

- cost of staff time in dealing with request (this does not include the cost of staff time incurred in determining whether the school has to comply with the request for information).

Fees

- Fees will be charged in line with the information supplied by the Information Commissioner's

Office: · http://www.ico.gov.uk/for_organisations/freedom_of_information/information_request/costs.aspx

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 · 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

Freedom of Information Publication Scheme Page 3 of 5 Reviewed and updated by the Chair of Governors

Adopted by FGB : February 2013

Statutory information and information relating to the governing body – this section sets out information published in governing body documents.

Class	Description
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Statutory information on School's Website	<ul style="list-style-type: none"> • Details of Pupil Premium allocation and plans to spend in the current year. • Details of curriculum provision, content and approach, by year and by subject (including details of approach to the teaching of reading, including whether reading is taught through systematic synthetic phonics. Schools with KS1 pupils will also need to include information on their reading schemes. • Full details or links to admission arrangements, including selection and oversubscription criteria, statement of their current published admission number (PAN) and the school's process for applications through the local authority • Details of the schools approach to: <ul style="list-style-type: none"> ○ Behaviour (including the governors statement of principles which informs that policy) ○ Charging and remissions (the circumstances under which they will make charges and the levels of such charges for) ○ Special educational needs and disability provision (summary of schools' arrangements to support pupils with (SEN and disability)).
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 consulted · 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 * 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)

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

Pupils and Curriculum Policies – this section gives access to information about policies that relate to pupils and the school curriculum (not covered in statutory website information above)

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
Sex Education Policy	Statement of policy with regard to sex and relationship education
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

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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. (not covered in statutory website information above)

Class	Description
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessments	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.
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 instrument	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 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:

Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Enquiry/information line: 01625 545700.

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

Website: www.informationcommissioner.gov.uk

