

**This is Roach Vale Primary School's 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 available in paper form and in electronic form. It is available in a range of languages.

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:

- provide a rich and caring learning environment which promotes each child's spiritual, moral, social and intellectual development, and enables all children to fulfil their potential, while preparing them for their developing role in the community.

and this publication scheme is a means of showing how we are pursuing these aims.

### **3. Categories of information published**

The publication scheme gives you 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

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**

Have a look on our website – the information you require may be published on there.

If you require a paper version or electronic version of any of the documents within the scheme, please contact the school by telephone or letter. Contact details are set out below.

Telephone: 01206 861324

Contact Address: The Headteacher, Roach Vale Primary School, Roach Vale, Colchester, CO4 3YN.

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

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 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
<b>School Prospectus</b>	<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"> <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</li> <li>• A statement of the school's ethos and values</li> <li>• Details of any affiliations with a particular region or religious denomination, parents' right to withdraw their children from religious education and collective worship and alternative provision for those pupils</li> <li>• Information about the school's policy on providing for pupils with special educational needs</li> <li>• Number of pupils on roll and tares pupils' authorized and un authorized absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• The arrangements for visits to the school by prospective parents</li> </ul>

**Information relating to the governing body** – this section sets out information published in governing body documents.

Class	Description
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes* of the meeting of the governing body and its committees</b>	<p>Agreed minutes of the governing body and its committees (<i>current and last full academic school year</i>)</p>

**Pupils & Curriculum Policies** – This section gives access to information about policies that relate to pupils and the school curriculum

<b>Class</b>	<b>Description</b>
Home – School Agreement	Statement of the school’s aims and Values, the school’s expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regards to sex and relationship education
Special Educational Needs Policy	Information about the school’s policy on providing for pupils with special educational needs
Equality and Disability information	Plan for increasing participation of all pupils in the school’s curriculum, improving the accessibility of the of the physical environment and improving the delivery of information to all pupils
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (
Behaviour and Discipline Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

**School Policies**– This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
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
School Development Plan	Annual plan setting out targets for school improvement

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 & (£) Safety policy and risk assessment	Statement of general policy with respect to health and safety at work of employees ( and others) and the organization 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 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 might 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 be able to resolve your complaint and you feel that a formal complaint needs to be made regarding this publication scheme, then this should be addressed to the Information Commissioner's Office. This is the organization 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](mailto:Publications@ic-foi.demon.co.uk)

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

**Annex A – Further documents held by the school****Roach Vale Primary School  
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<b>Name of the document</b>	<b>Description</b>
Curriculum policy documents	Each curriculum area has it's own policy <ul style="list-style-type: none"><li>• Core subjects – English, Maths, Science</li><li>• Foundation subjects – ICT, DT, Art, History, Geography, Music, PE</li></ul>
Religious Education in Essex	Agreed syllabus for Essex schools
Early Years Policy (£)	Policy identifying the specialised curriculum of the Foundation Stage