

# Newchurch Primary School

## Freedom of Information Publication Scheme September 2012

### 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
- 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 from the school.

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 solid foundations for academic, social and moral development
- Value all children and staff and involve them in a continuous process of learning

This publication scheme is a means of showing how the school is pursuing these aims.

### 3. Categories of information published

The publication scheme details information which we currently, recently or will in the future publish. This is split into categories of information known as 'classes' and are contained in Section 6 of this scheme.

The classes of information which are to be made available are organised into four broad topics 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* - information about policies that relate to the school in general

#### 4. How to request information

Copies of the information can be requested via the contact details below.

To help us process requests quickly, please clearly mark any correspondence "PUBLICATIONS SCHEME REQUEST".

Newchurch Community Primary School  
Glebelands  
Culcheth  
Warrington  
WA3 4DX

Tel: 01925 763427

Fax: 01925 766045

Email: [newchurch\\_primary@warrington.gov.uk](mailto:newchurch_primary@warrington.gov.uk)

#### 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 the annex. 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.

#### 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 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 about admissions</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</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li></ul>

### Governors information–

Class	Description
Instrument of Government	<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 any person 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>
Minutes of meetings of the Governing Body and its committees	Minutes from governors board and committee meetings [current and last full school year]. <i>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</i>

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

Class	Description
Home – school agreement	Written 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
Curriculum Statement	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school
Sex Education Policy	Written statement of policy with regard to sex education
Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate

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

Class	Description
Published reports of HM Inspectors referring expressly to the school	Report of an inspection of the school and the summary of the report

Post Inspection action plan	A plan setting out the actions required following an Ofsted – Estyn in Wales – inspection
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 of which charges are permitted, for example music tuition, trips
School session times	Details of school session and dates of school terms and holidays
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Written plan of improvements to access for pupils with disabilities
Health and Safety Policy	Written 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
Child Protection Policy	Statement of general principles on Child Protection arrangements
Complaints procedure	Statement of procedures for dealing with complaints
Staff Appraisal	Statement of procedures adopted by the governing body relating to staff appraisal
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 instrument, departmental circulars and administrative memoranda sent by the DfE to the headteacher or governing body relating to the curriculum

## 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 need to make a complaint then initially this should be addressed to The Chair of Governors.

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 Office of the Information Commissioner. 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, WaterLane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 745

E Mail: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)