



Shirley Community Nursery and Primary School's

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

Date of Review:

Next Review:

Reviewed by: RESOURCES COMMITTEE

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.

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 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, e-mail, fax or letter. Contact details are set out below.

Email: Admin@shirley.cambs.sch.uk

Telephone – 01223 712 252

Fax – 01223 712 253

Contact Address – Nuffield Road, Cambridge, CB4 1TF

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 is not 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.

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):

	<ul style="list-style-type: none"> • Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
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Other informational relating to the governing body- this section sets out information published in other governing body documents.

Class	Description
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 constituted • 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 meeting 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 & 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
Curriculum policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex 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 (from-----)
Pupil discipline	Statement of general principles on behaviour and discipline and of measures taken by the headteacher 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 Published reports of Ofsted referring expressly to the school	Description 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
Ofsted inspection Self-Evaluation Form ₁	A statement of the governing body's evaluation of the school's performance
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 headteacher 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
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum	Any statutory instruments, departmental circulars and

circulars and statutory instruments	administrative memoranda sent by the Department of Education and Skills to the headteacher or governing body relating to the curriculum
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¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

Annex A – other documents	Annex A provides a list of other documents that are held by the school and are available on request
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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 Headteacher.

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 545700

SHIRLEY COMMUNITY NURSERY AND PRIMARY SCHOOL CAMBBRIDGE
FREEDOM OF INFORMATION PUBLICATION SCHEME
ANNEX A – Further school documents held

Absence & Attendance - Children
Admissions
Aims and Values
Behaviour, discipline & Anti - Bullying
Child Protection
Home/School Agreements
Medicines, Administration of medications, First Aid Policy
Physical Intervention with Pupils
RE/Collective Worship
School Dress Code
Sex Education

Absence – Staff
Capability Procedures
Capability – lack of capability of all employees other than Headteacher
Capability – lack of capability of Headteacher
Handling Redundancy
Harassment in Employment
Personal Information
Recruitment Selection
Special Leave of Absence
Trade Union Membership/Recognition of Trade Unions
Whole School Pay

Lettings
Travel
Quality Assurance & Governor visits policy
Safer employment
Pecuniary interests
Allegations against staff
Appraising teacher performance
Asthma Policy
Classroom observations protocol
Staff disciplinary rules
Early Years Foundation Stage policy
Educational visits and activities
Energy Policy
E-safety and acceptable use
Exclusions Guidance
Financial responsibilities Guidance
Flexible working policy
Handling age retirement for employees
Inclusion
Management of asbestos
Mobile Phone
Stress management Policy
Whistle blowing Policy