

## **This is Peters Hill's Publication Scheme on information available under the Freedom of Information Act 2000**

(Version 3)

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 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:

- Provide outstanding learning and life chances in our community.
- Become the country's foremost international teaching, learning and research centre through excellence, innovation and collaboration.
- Develop and increase the ability of all staff to contribute to inspiring learning experiences that help children succeed.

### **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 from some 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, email, fax or letter. Contact details are set out below.

Email: [enquiries@petershillprimary.org](mailto:enquiries@petershillprimary.org)  
 Tel: 01384 816740  
 Fax: 01384 816741  
 Address: Peters Hill Primary School  
 Peters Hill Road  
 Brierley Hill  
 West Midlands DY5 2QH

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. The school office asks for 2 working days notice of required information.

### 5. Paying for information

Single copies of information covered by this publication may be provided free of charge. 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. Printing or copying will be charged at 5p per sheet/page.

### 6. Classes of Information Currently Published

**School Prospectus** - this section sets out information published in the school prospectus which is available from the school office.

Every family is advised that a copy of the prospectus is available on the school website when their child starts school and contents are updated regularly.

**Information relating to the governing body**- this section sets out information relating to governing body documents.

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

Class	Description
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 March 2004)
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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>• Then name of any body entitled to appoint any category of governor.</li> <li>• Details of any trust.</li> <li>• The date from which the instrument was effected.</li> </ul>
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)

**School Policies and other information related to the school** - 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.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character.
Charging and Remissions Policy	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 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 Department for Education 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 comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Dr N Hopkin (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 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)

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**Annex A - further documents held by the school**

Name of Document and description:

- School Improvement Plan - available for inspection in school.
- Weekly News Letters.