Breadsall Church of England (VC) Primary School

Publication Scheme on information available under the Freedom of Information Act 2018

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 2018 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 on the school's website to download or available in paper form from the School Office.

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 brochure.
- *Governors Documents* – information published in 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.

Website: www.breadsallprimary.com

Email: info@breadsall.derbyshire.sch.uk

Tel: 01332 552306

Address: Breadsall CE Primary School, 51 Brookside Road, Breadsall, Derbyshire. DE21 5LF

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST**" (in CAPITALS please) If the information you're looking for isn't available via the scheme and isn't on our website you can still contact the school to ask if we have it.

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 services such as the library service.

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. 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 brochure

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): • 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

Governors Documents – this section sets out information published in governing body documents

Class	Description
Instrument of Government	• 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 anybody 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 Agreed minutes of meetings of the governing body and its committees *[current and last full academic school year]*
Minutes of meetings 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 arrangement
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 Plan	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.
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.
Pupil Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying
Curriculum Policies	Principles of how subjects are taught in school

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

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 Improvement Plan	A plan setting out the actions required following the last Ofsted inspection andany actions for improving the school – this is updated on an annual basis
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
Staff Appraisal Policy	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 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:

Mrs C Crick
School Clerk
Breadsall CE Primary School
51 Brookside Road
Breadsall
Derbyshire
DE21 5L
Email: info@breadsall.derbyshire.sch.uk

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 2018 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 .**
Website : **www.informationcommissioner.gov.uk**

Adopted by Governors April 2021
Reviewed in June 2024

Next review date: June 2027

Breadsall CE Primary School Freedom of Information Publication Scheme

Annex A – Further documents held by the school

Name of Document
E-Safety Policy for Pupils
Acceptable Use of IT Policy for Staff
Absence Monitoring Policy
Benchmarking Exercise
Budget Allocation Form (Annex 1)
Central record of recruitment and vetting checks
Code of Conduct for Governors
Code of Conduct for Staff
Confidential Reporting Code/Whistleblowing
Critical Incident Management Plan Policy
Data Protection Policy
Disaster Recovery Plan Policy
Early Years Foundation Policy
Financial Regulations and Procedures
Freedom of Information Publication scheme
Governing Body Induction Pack
Governing Body Terms of Reference
Instrument of Government
IT Administration Policy/Disaster Recovery Plan
Minutes of, and papers considered at, meetings of the governing Body and its Committees
Premises Management / Health and Safety
Recruitment and Selection Policy
Register of Business Interests of Head Teachers and Governors
Register of Pupils
Return to Work Discussion Document
Risk Assessments
School Improvement Plan
Teachers' Pay Policy
Breadsall Primary School Website