

**This is Spaldwick Community Primary School's Publication Scheme
March 2009**

This document records the documents published in order to meet the commitments under the Model Publication Scheme. [2009]

**Spaldwick Community Primary School, Pupils 4 -11
Royston Avenue, Spaldwick, Huntingdon. Cambridgeshire PE28 OTH**

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www.spaldwickschool.org.uk

Head teacher: Miss Rachel Prior

Chair of Governors; Mr John Mellish

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 **[either available for you on our website to download and print off or]** available in paper form.

Some information which we hold may not be made public, for example personal information.

2. Spaldwick School Aims and Objectives:

To provide a safe, happy, stable and caring school environment where all children are encouraged, supported by high expectations, to reach their potential.

To be involved with the wider community of which the school is a part and to promote a sense of responsibility, tolerance, respect for others and positive attitudes towards Britain's diverse culture and heritage.

To promote positive relationships with parents to support children academically, physically, morally and culturally at school.

To equip children with knowledge, skills, concepts, attitudes and values necessary in a broad and balanced curriculum.

To give children access to enriching and challenging opportunities that they can enjoy.

To give each child the opportunity to express themselves, their feelings and opinions through the expressive arts, writing, music, art, dance and drama.

To give children a knowledge and understanding of their own body and how to keep it healthy through regular exercise and a healthy diet.

To develop confident inquisitive and enquiring learners who are independent, autonomous and able to make informed choices, with safety in mind.

To teach children how to work individually and co-operatively and to provide a balance between the competitive and co-operative spirit.

To develop children's curiosity and sense of wonder about the world around them.

The Governing Body believe that 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.
- *School Profile and other information relating to the governing body* – information published in the School Profile 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, email, fax or letter Contact details are set out below. Website: **www.spaldwick.school.org.uk**

Email: **office@spaldwick.school.org.uk**

Tel: **01480 890371** Fax: **01480 896696**

Contact Address: **Spaldwick C P School
Royston Avenue, Spaldwick
Huntingdon, PE28 OTH**

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 the Community Computers in the School Community Room, local library or an Internet café.

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 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): Information of school sessions times and term dates <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• Early Years Foundation Stage and National Curriculum Content• Information on Extra-Curricular Activities
This document is available from a direct link on website www.spaldwickschool.org.uk or CD is requested from school.	
School Future Plans	Information published when any changes in status planned.

The Governing Body, including School Profile and other information– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Profile	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> • list information included in the school profile e.g. <ul style="list-style-type: none"> ○ performance data ○ attendance data ○ summary of Ofsted report ○ school’s intentions for the future, etc.
<p>This document is available from direct website link www.spaldwickschool.org.uk. A paper copy can be requested.</p>	
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
<p>This information is available from direct website link, to Governors Page.</p>	
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p>
<p>This information is available on request to school. [some information might be confidential or otherwise exempt from the publication by law –we cannot therefore publish this]</p>	
Financial Budget Statement	<p>Information on annual budget plan, LA budget linked to annual income and expenditure returns</p>
Capital Funding	<p>Information on allocated capital finding and related building/capital projects</p>
Additional Funding	<p>Information on income generation schemes and other sources of funding</p>
Governor Allowances	<p>None for present, applications to the Chair</p>

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
Every Child Matters	Information on the contribution of the school to the five outcomes
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.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
These documents are available on request from the 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.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school 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 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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Recruitment of staff	Availability of vacancy information details
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
Admissions Policy	Statement of the school's policy on admissions
Equal Opportunities	Statement on the school's policy
Personal Data	Data policy.
These documents are available on request to the school	

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Annex A - other documents, held at the school and 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 **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 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk

[Spaldwick Community Primary School]
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Name of Document	Description
Asset register	Record of School's capital assets.
Disclosure Log	
Curriculum Circulars	Documents/Circulars sent to Head/ Governing Body in relation to the Curriculum
Information on other services offered	Extra-curricular activities. Extended –care provision [Playtimes, S-Club]