



# Publication Scheme

Reviewed June 2017

To be reviewed June 2019

Information Page  
Other documents related to this policy

Safeguarding Policy  
Keeping children safe in Education  
Equality Policy  
Health and Safety Policy  
Code of conduct  
Data Protection Policy  
Publication Scheme  
Complaints Policy

**Introduction:**

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.

This is the School Publication Scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for maintenance of this scheme.

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 as part of the 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 school approved by the Information Commissioner.

**Aims and Objectives**

The aim of this policy is to give guidance using examples of the kinds of information that we would expect to provide in order to meet our commitment to requests for information.

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

This publication scheme is a means of showing how we are pursuing these aims.

**Categories of information published**

The publication scheme guides a person 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 broad topic areas;

- Who we are and what we do?
- What we spend and how we spend it?
- What are our priorities and how are we doing?
- How we make decisions?
- Our policies and procedures?
- List and registers?
- The services we offer?

### **How to request information**

If a person requires a paper version of any of the documents within the scheme they are asked to contact the school by telephone or letter. Contact details are set out below.

William Reynolds Primary School and Nursery  
Westbourne  
Woodside  
Telford  
TF7 5QW

Telephone: 01952 388280

To help us process a request quickly, people are asked to clearly mark any correspondence "PUBLICATION SCHEME REQUEST".

If the information they are requesting is not available via the scheme they can still contact the school to ask if we have it.

If the information they are looking for is not available via the scheme and is not on our website, they can still contact the school to ask if we have it.

### **Paying for information**

Information published on the school website is free, although they may incur costs from their internet service provider. If a person does not have the internet, they can access the school website using a local library.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If a 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, school will inform them of the cost before fulfilling the request. Where there is a charge this will be indicated by a £ sign in the description box.

## Classes of Information Currently Published

*Who we are and what we do? - organisational information, structures, locations and contacts*

*This is current 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 body 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> <li>• The names, and contact details of the governors should be available and the basis on which they have been appointed.</li> <li>• Minutes of meeting of the governing body and its committees</li> <li>• Governors annual report to parents</li> </ul>
School Prospectus	<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 on the school policy on 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>• 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> <li>• Details of school session times and dates of school terms and holidays</li> </ul>

***What we spend and how we spend it? - Financial information about projected and actual income and expenditure, procurement, contacts and financial audit***

*Information about the current and previous 2 years*

Class	Description
Pupil Premium Grant funding	An action plan to show the use of the Pupil Premium Grant for the current year ahead and the action plan from the previous year with impact statements
Sports Grant funding	An action plan to show the use of the Sport grant for the current year ahead and the action plan from the previous year with impact statements
School fund	Details on the use of the school funded and that these funds have been audited on an annual basis
Charging regimes and policies	Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.
Pay Policy and staffing structure	The statement on the school's policy and procedures regarding teachers pay

***What are our priorities and how are we doing? - Strategies and plans, performance management indicators, audits, inspections and reviews***

*Current information*

Class	Description
School profile	Government-supplied performance data  The latest Ofsted report
Performance management information	The Staff Appraisal Policy and procedures adopted by the governing body
Schools future plans	Any major proposals for the future of the school involving e.g. consultation or a change in school status  Annual School Development Plans

Governors annual report to Parent	Outlines the impact of the governors role in school.
-----------------------------------	--

*How we make decisions? - Decision making process and records of decisions  
For the current and previous 3 years*

Class	Description
Admissions policy / decisions	The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be shared if this information is held in school
Minutes of meeting of the governing body and its' committees	Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

*Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities*

*Current information only*

Class	Description
Whole School policies	<ul style="list-style-type: none"> <li>• Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils</li> <li>• 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</li> <li>• School Assessment procedures</li> <li>• Information about the school's policy on providing for pupils with Special Educational Needs and Disability and the school SEND offer for pupils</li> <li>• Behaviour and Discipline Policy and Anti-bullying Policy</li> <li>• Safeguarding Policy</li> <li>• E-Awareness Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Preparing Children for Life in Modern Britain Policy - statement of policy with regard to sex and relationship education</li> <li>• Equality Policy - statement of policy for promoting equality</li> <li>• 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</li> <li>• Complaints procedure - statement of procedures for dealing with complaints</li> <li>• School Disciplinary Policy - statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance</li> </ul>
Curriculum policies	<p>Subject policies e.g</p> <ul style="list-style-type: none"> <li>• Reading Policy</li> <li>• History Policy</li> <li>• Mathematics scheme of work</li> <li>• Curriculum maps for each year group</li> </ul>
Records management and personal data policies	<p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>

***List and registers***

*Current information only*

Class	Description
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
Disclosure logs	If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

*The services we offer - information about the services the school provides including leaflets, guidance and newsletters*

- Extra-curricular activities
- Monthly Newsletters
- School publications e.g leaflets for parents - phonics, SEND, Forest Schools
- Parents/carers are asked to complete a parental permission slip- asking for photographs of children to appear on the school website or in the local press, or on local radio. On the school website the name of the child is never given with the photo.

### **Feedback and Complaints**

Comments or a complaint made about this publication scheme can be addressed to the Head Teacher at William Reynolds Primary School and Nursery, Westbourne, Woodside. Telford. TF7 5QW.

A formal complaint can be made to the Information Commissioner's Office by anyone not satisfied with the assistance they get or that a complaint has not been resolved. This organisation ensures compliance with the Freedom of Information Act 2000 and deals with formal complaints. They can be contacted at:

ICO helpline: open between the hours of 9.00am and 5.00pm, Monday to Friday.

08456 306060

01625 54 57 45

Enquiry/Information Line: 01625 545 700

Fax: 01625 524510

Or

Information Commissioner, Wycliffe House, Water Lane, Winslow, Cheshire, SK9 5AF

Or

By email: [notification@ico.gsi.gov.uk](mailto:notification@ico.gsi.gov.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)