

Freedom of Information Act 2000

Publication Scheme

1. 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.

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 and some on our school website.

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

This publication scheme is a means of showing how we are pursuing our School vision:

'We have fun and do our very best'.

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 on the school website or paper copies available upon request.

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.

Lydiard Millicent CE Primary School The Butts Lydiard Millicent SWINDON SN5 3LR	Tel: 01793 770571 Email: admin@lydiardmillicentcofe.wilts.sch.uk Website: : www.lydiardmillicentcofe.wilts.sch.uk
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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 (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.

Single copies of information covered by this publication are 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.

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): the name, address and telephone number of the school, and the type of school <ul style="list-style-type: none">• the names of the head teacher and chair of governors• a statement of the school's ethos and values• National Curriculum assessment results for appropriate Key Stages, with national summary figures• number of pupils on roll and rates of pupils' authorised and unauthorised absences• information on school times and transport• information on mid-day meals• information on health matters and welfare• information on school uniform
DfE Performance Tables	http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=126337&superview=pri
Data Dashboard	http://dashboard.ofsted.gov.uk/dash.php?urn=126337

We are aiming to be an 'eco-school' therefore we have limited the amount of paper in the brochure, the following information is available as paper copies from the office or on the website.

- Admissions
- RE and Collective Worship
- Discipline and behaviour guidelines
- Special Educational Needs & Inclusion
- Gifted and Talented pupils
- Disability and Accessibility
- Educational visits and visitors
- Pre-school and After School Club

Information relating to the Governing Body

The Governors do not publish an Annual Report, however, all Governor related information can be found in the Governor section of the school website.

Class	Description
Instrument of Government (Scheme of Delegation)	<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 meetings of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees.

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 Aims & 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
Subject Policies	Statement of our policies relating to the subjects we teach within the school.
Sex & Relationship Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs & Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs & includes inclusion
Foundation Stage Policy	This policy tells you all about the teaching & learning in the foundation stage
Spiritual, Moral, Social & Cultural (SMSC) Development Policy	This policy lays out how we develop children spiritually, morally, culturally and socially during their time at school
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.
Able, Gifted & Talented Policy	This policy gives information of how we cater for the needs in teaching and learning for our more able pupils, and how we identify these pupils and enrich their time in school
Behaviour Management (includes Anti-Bullying Policy)	Statement of our policy for safeguarding our children and the measures taken to prevent bullying
Equalities Policy	Statement of policy for protected areas
Collective Worship RE Policy	Statement of arrangements for the required daily act of collective worship As a church school our RE policy is also important as it identifies our key aims in this area
Child Protection/ Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Disability Policy / Scheme & Plan	Statement of general principles on behaviour and discipline.
Learning & Teaching Handbook - includes assessment & marking	Covers how teaching and learning is carried out & teacher ideas include as a working handbook. - parental copy given when children start at school and available in the entrance area.
Humanities (History/Geog) Policy	This policy lays out our teaching & learning of humanities in school including the scheme of work.

ICT Policy (Information Communications Technology)	This policy lays out our teaching & learning of ICT in school including the scheme of work.
Drug & Health Management Education Policy	This policy covers teaching and learning as well as incorporating how we manage drugs and medicines in school - also incorporates asthma, allergy & epilepsy management
Personal, Social & Health Education & Citizenship (PSHE)	This shows how we teach PHSE & C in school.
Staffing Organisation Policy (includes TA, MDSA, Cover Supervision, Induction, CPD & PPA Policies)	This shows how we define roles for TAs, MDSAs in school & about supervision cover.

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 and SIAS 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
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	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 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 - for information please refer to the DCFS website.
School Development Plan	The School Development Plan maps out the direction of the school over the short and long term. The plan identifies areas of the school which are a particular focus.
School Visits	Statement of general policy with respect to school visits and the organisation and arrangements for carrying out the policy

<p>Other Policies - some of our personnel policies are adopted annually by the governors and are Wiltshire Council written policies that we agree to. These are available via the WC website and are too numerous to print and keep in paper form.</p>	<p>Disability Policy & Scheme Lettings Policy Best Value Pay Policy Criteria for redundancy Scheme of delegation Governor Allowances Finance Policy Security Policy Equality Policy (7 protected areas) Freedom of information Policy Code of Conduct for Staff Staffing policy Well-being Policy (including Work/Life Balance) Whistleblowing Local Authority Attendance Policy Parent/Community Involvement</p>
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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:

Mrs Carol Dougill (Head Teacher)

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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 0303 123 1113 or 01625 545745

E Mail - Advice: casework@ico.org.uk

E Mail - Request for Information: informationgovernance@ico.org.uk

Website: <http://www.ico.org.uk/>