

Ewloe Green Primary School

Model Publication Scheme **Freedom of Information Act**

Our name and address for sending requests for any documents is:

**The Headteacher;
Ewloe Green Primary School,
Old Mold Road,
Ewloe,
Flintshire.
CH5 3AU**

The Governing Body is responsible for the maintenance of this scheme.

Introduction

One of the aims of the Freedom Of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information that they will make public.

We are therefore required to produce a publication scheme, which sets out:

- . The classes of information, which we publish or intend to publish
- . The manner in which information will be published
- . 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. We intend that it will be made available from our website in the not too distant future.

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

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

Categories of Information Published

The publication scheme guides you to information, which we currently publish, have recently published or will publish in the future. This is split into categories of information known as classes. These are contained in 5 sections of the scheme. The classes of information that we undertake to make available are organised into 4 broad topic areas. They are:

- . **School Prospectus** (information published in the school prospectus)
- . **Governors Documents** (information published in the Governors Annual Report and in other governing body documents)
- . **Pupils and The Curriculum** (information about policies that relate to the children and to the curriculum)
- . **School Policies** (information about policies that relate to the school in general)

How To Request Information

You can request a copy of the information you want from the contact already stated. If the information that you require is not available via our scheme, you can still ask if we have it. You can contact the school by telephone, fax e-mail or letter.

Tel: 01244 532 569

Fax: 01244 520 630

E-mail: egmail@ewloe-green.flintshire.gov.uk

To help us to process your request as quickly as possible, please clearly mark any correspondence **“PUBLICATIONS SCHEME REQUEST”** in bold capitals.

Payment for Information

Single copies of information covered by this publication are provided free to parents of registered pupils unless otherwise stated. If your request means that we have a lot of photocopying or printing to do, if it takes a considerable amount of time, requires postage etc, we will let you know the cost before fulfilling your request. The standard charge will be 20 pence per page.

Classes of Information Currently Published

School Prospectus

The statutory contents of the school prospectus are as follows.

1. The name, address and telephone number of the school and the type of school
2. The names of the Headteacher and the Chair of Governors
3. Information about admissions
4. A statement about the schools ethos and values
5. 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 children
6. Information about the school’s policy on providing for pupils with special educational needs
7. The number of pupils on role and rates of pupil’s authorised and unauthorised absences.

8. National Curriculum Assessment results for appropriate Key Stages, with national summary figures
9. Use of the Welsh language

Additional information may be added at the schools discretion.

Governors Annual Report and other Information relating to the Governing Body

Information contained in the Annual Report is as follows:

1. Details of the Governing Body membership, including the name and address of the chair and the clerk
2. A statement on implementing the action plan drawn up following an inspection
3. A financial statement including gifts made to the school and amounts paid to Governors for expenses
4. Information about the school security
5. Information about the Governing Body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year
6. 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 and details of facilities to assist access to the school by pupils with disabilities.
7. The accessibility plan covering future policies for increasing access by those with disabilities to the school
8. How teachers' professional development impacts upon teaching and learning
9. The number of pupils on roll and rates of pupils' authorised and unauthorised absence
10. The schools targets for Key Stage 2 assessments
11. National Curriculum assessment results for appropriate Key Stages with national summary figures

Additional information may be added at the schools' discretion.

Information contained in the Instrument of Government is as follows:

1. The name of the school
2. The category of the school
3. The name of the Governing Body
4. The manner in which the Governing Body is constituted
5. The name of any person entitled to appoint any category of Governor
6. Details of any trust
7. If the school has a religious character, a description of the ethos of the school
8. The date that the Instrument takes effect

Minutes from the Governors board and committee meetings.

Pupils and Curriculum Policies

1. Home School Agreement – a written statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the schools expectations of its pupils for example homework arrangements.
2. Curriculum Policy - Statement on following the policy for National Curriculum subjects, including any syllabus followed by the pupils at the school
3. Sex Education Policy - Written statement of policy with regard to the teaching of sex education
4. Collective Worship – Statement of the arrangements for the required daily act of collective worship
5. Pupil Discipline - Statement of general principles on behaviour and discipline including any anti bullying policy as appropriate

School Policies

1. Reports of school inspections under section 10 and 23 of the School Inspection Act 1996- A report of an inspection of the school and the summary of the report
2. Post Inspection Plan – A plan setting out the actions required following an ESTYN Inspection
3. Charging and Remissions Policy- A statement with respect to the charges and remissions for any optional extra or board and lodging of which charges are permitted for example, music tuition
4. School Session Times- Details of school session and dates of school terms and holidays
5. Special Educational Needs- Information about the schools policy on providing for pupils with SEN
6. Accessibility Plans- Written plan of improvements to access for pupils with disabilities
7. Health and Safety Policy- A written 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
8. Child Protection Policy – A statement of general principles on Child Protection Arrangements
9. Complaints Procedure – A statement of procedures for dealing with complaints
10. Staff Appraisal/ Performance Management- A statement of procedures adopted by the Governing Body relating to Performance Management
11. Staff Conduct, Discipline and Grievance – A statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

Feedback and Complaints

We welcome any comments or suggestions that you may have about the scheme. If you want to make any comments about this publication scheme or if you require

further assistance or need to make a complaint then initially this should be addressed to:

**Mrs Dyas (Headteacher);
Ewloe Green Primary School,
Old Mold Road,
Ewloe,
Flintshire.
CH5 3AU**

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' 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 545 745

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

Policy Agreed January 2011

Policy review 2013/14

Signed Headteacher

Signed Chair of Governors