

Meltham CE (C) School



Freedom of Information Publication Scheme

Policy Date:	2015	Version:	1.2
Policy Author:	M Hinkin		
Approved by:	Chair of Governors: Mr P White		
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1.0 Aims

A Freedom of Information Publication Scheme is required by all public authorities, including maintained schools, under the Freedom of Information Act 2000 (FoIA) to define:

- 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 aim of this publication scheme is to fulfill the obligations of the school under the FoIA and to demonstrate how the school is pursuing its aims, as defined in the school prospectus:

Our Aims:

Meltham CE Primary School is an exceptional school that works in partnership with parents to create a caring environment where children feel safe and learn to be safe. The school provides an excellent, challenging and enjoyable education which allows our children to:

- experience a broad and balanced curriculum, with opportunities to be creative, active and healthy
- work and play co-operatively, showing respect and good behaviour
- discover their strengths and aspire to achieve their best

- take increasing responsibility for themselves, the community and the environment
- be inspired to develop a love of learning and a sense of wonder
- develop independence to become confident and resilient learners
- embrace Christian values
- be treated as individuals and value the differences between people
- develop spiritual and emotional awareness
- be well prepared for the next stage of education and their future lives

2.0 Roles and Responsibilities

It is the responsibility of the Governing Body to maintain the school's Freedom of Information Publication Scheme.

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

3.0 Freedom of Information

3.1 Categories of Information Published

This scheme covers information already published and information which is to be published in the future. Some information which the school holds may not be made public, for example personal information.

The information published by the school under the scheme is divided into four categories:

- School Prospectus – information published in the school prospectus.
- Governors' Documents – 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.

3.2 How to Request Information

Many of the documents are available on the school website: www.melthamceschool.co.uk.

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter.

Email: office.meltham@kirkleeseducation.uk
 Telephone: 01484 222610
 Address: Meltham CE Primary School, Holmfirth Rd, Meltham, Holmfirth HD9 4DA

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you require is not available via the scheme and is not on the website, please contact the school.

3.3 Paying for Information

Information published on the website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, our website can be accessed using a local library or an Internet café. Single copies of information covered by this publication are provided free unless stated otherwise in section 3.4. If your request requires a considerable quantity of photocopying or printing, or a large postage charge, 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.

3.4 Classes of Information Currently Published

3.4.1 School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • The name, address and telephone number of the school, and the type of school • 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

3.4.2 School Profile and other information relating to the governing body– 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"> • performance data • summary of Ofsted report

	<ul style="list-style-type: none"> • School Development Plan and intentions for the future.
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
Minutes of meetings of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees for the current and last full academic school year</p> <p>Note: Some information might be confidential or otherwise exempt from the publication by law and cannot therefore be published.</p>

3.4.3 Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum

Class	Description
Teaching and Learning Policy	A statement of the school's policy on Teaching and Learning.
Literacy Policy	Statement of policy with regard to the teaching of literacy, including reading, writing, spelling and handwriting.
Maths Policy	Statement of policy with regard to the teaching of Maths and numeracy.
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.
Collective Worship	Statement of arrangements for the required daily act of collective worship

Class	Description
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy / Anti-bullying Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Equality Policy	Statement of policy for promoting equality regardless of race, gender, sexuality, disability or faith.
EYFS Policy	Statement of the school's policy on provision for children up to the age of 5.

3.4.4 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	A statement of the governing body's evaluation of the school's performance. Note: Some information might be confidential or otherwise exempt from the publication by law and cannot therefore be published.
Charging and Remissions Policy	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, educational visits
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 Policy	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.
Whole School Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Children, Schools and Families to the head teacher or governing body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions
Other Documents	Appendix 4.1 provides a list of other documents that are held by the school and are available on request

3.5 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 Chair of Governors, Meltham CE Primary School, Holmfirth Rd, Meltham, Holmfirth HD9 4DA.

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 which deals with formal complaints. They can be contacted at:

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

Enquiry/Information Line: 01625 545 700

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

Website : www.informationcommissioner.gov.uk

4.0 Appendices

4.1 Further Documents held by the school

Name of Document	Description
Attendance Policy	A statement of the school's principles on attendance at school.
Gifted and Talented Policy	Statement of the school's policy on provision for able, gifted and talented pupils.
Drugs (education) Policy	Statement of the school's policy on education with regard to drugs.
Marking Policy	A statement of the school's policy on marking of pupils' work.
Governor Visit Policy	A statement of the policy on governors visiting school and a procedure for a governor visit.
Data Protection Policy	A statement of the school's policy on data protection.
E-Safety Policy	A statement of the school's policy on safety with regard to the use of electronic communication.