

Normanton All Saints CE(A) Infant School High Street Normanton Wakefield WF6 1NR

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Publication Scheme on information available under the Freedom of Information Act 2000

1. Introduction: One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and pro-active about the information they will make public. To do this we must produce a publication scheme, setting out:

- *The classes of information 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. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

What is the Freedom of Information Act 2000?

The FOI Act is a law that affects all public sector organisations and came into full force on 1 January 2005. It gives you greater access to information held by all public organisations, local and central government.

2. Aims and Objectives The school aims to enable every child to fulfil their learning potential, with education that meets their needs. We aim to 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.

3. 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 section 6 of this scheme.

4. How to request information If you require a paper version of any of the documents within the scheme, please contact the school. To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" If the information you're looking for is not available via the scheme please 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. You can also access our website using a local library or 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. Safeguarding statement

Safer recruitment and selection of staff. This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts are exempt from the Rehabilitation of Offenders Act, therefore all convictions must be declared. Providing false information is an offence. Appointed staff, governors, regular volunteers and trainees have identity, qualification and CRB checks and have been successfully cleared to work with children.

7. Classes of information currently published

Class (a)	Description
School website School information available from the school	<ul style="list-style-type: none"> *the name, address and telephone number of the school, and the type of school *the names of the head teacher and chair of governors *information on the school policy on admissions *a statement of the school's vision, 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 *number of pupils on roll and rates of pupils' authorised and unauthorised absences *National Curriculum assessment results for Key Stage 1, with national summary figures *the arrangements for visits to the school by prospective parents

Class (b)	Description
Instrument of Government £ School website	<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 ¹ of meetings £	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

Class (c)	Description
Home - school agreement Website	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 School website	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans School website	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 Website	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Behaviour & Discipline Website	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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 (d)	Description

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

Published reports of Ofsted School website	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
Post-Ofsted inspection action plan £	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies Website	The school's policy regarding charges and remissions for any optional extra for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates Website	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 Website	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
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

8. 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 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**

9 Inclusion The policy will be applied to all pupils. We welcome our general responsibilities under the Disability Equality Duty by promoting equal opportunities, eliminating discrimination and improving access to learning for disabled people. In order to comply with the requirements of the DDA 2006 we will make reasonable adjustments to ensure all stakeholders understand and can follow this policy. We will actively seek to remove any barriers to learning and participation that may hinder or exclude individuals or groups of pupils. **10 Monitoring and review** This policy is monitored by the Headteacher, who reports to governors about the effectiveness of the policy on request. It will be reviewed appropriate to new legislation or to the needs of the school.

General Data Protection Regulation: The school is collecting this data in order to meet its statutory responsibilities for the provision of education to children in accordance with the requirements of the Education Act 2002 and The School Standards and Framework Act 1998. Some of this data will be shared with Wakefield Metropolitan District Council and may be shared with other agencies that are involved in the health and welfare of school children

Please see the privacy notice on the website for more information on how your data is used.

Signed

Headteacher

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Chair of Governors