

# Bournes Green Infant School

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

### Our Vision

At Bournes Green Infant School the governors, staff, children, parents and carers work together in an atmosphere of mutual respect and trust in a community that is strengthened and enriched by a diversity of background, culture and religion. Our priority is to foster the self-confidence, self-esteem and independence of all in a climate of growth and opportunity that will enable us to achieve the highest standards. We actively promote a healthy environment in which children enjoy learning and develop the skills needed to become responsible members of society. We aim to bring learning to life.

The Governing Body is responsible for maintenance of this scheme.

### **Introduction: what a publication scheme is and why it has been developed**

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*
- *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 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.

## **Aims and Objectives**

### **The school aims to:**

- ◆ bring learning to life by:
  - drawing upon the diverse backgrounds of all pupils in our school; building on what they already know as we further develop their skills, knowledge and understanding
  - providing a rich, balanced, stimulating and increasingly personalised curriculum
  - inspiring our children; giving them an enjoyment of learning and a sense of satisfaction from personal achievement
- ◆ provide a happy, caring, well-ordered environment in which children feel secure and in which they can learn the personal social and emotional skills needed to live together as a community
- ◆ develop the self-confidence, self-esteem and independence of all
- ◆ help children to develop:
  - a) Speaking, verbal and listening skills
  - b) Ability in numeracy and literacy
  - c) Simple knowledge and investigative skills
  - d) An awareness of the world in which we live
  - e) Self-expression in the arts of music, movement and craft
  - f) The acquisition of practical, physical and technological skills
  - g) Problem solving skills
  - h) Personal and social skills that will prepare them to be citizens of the future
  - i) An awareness of what it means to be healthy
- ◆ develop and encourage moral and spiritual values, awareness of the needs of others and some understanding of cultural and religious differences

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

### **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'.

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
- *School Profile and other information relating to the governing body* - information published in the School Profile and in other governing body documents, including minutes of meetings
- *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

### **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, **or you can visit our website at [www.bournesgreeninfants.org](http://www.bournesgreeninfants.org)**

Email: [office@bournesgreen-inf.southend.sch.uk](mailto:office@bournesgreen-inf.southend.sch.uk)

Tel: **01702 587099**

Fax: **01702 589383**

Contact Address: Burlescoombe Road

Southend on Sea

SS1 3PS

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 and is not on our website, you can still contact the school to ask if we have it.

### **Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free of charge unless stated differently. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

## Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<p>The statutory 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"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the Headteacher 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>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rate of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• The arrangements for visits to the school by prospective parents</li> </ul>

## Instrument of Government

<b>Minutes of meeting of the governing body and its committees *</b>	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>
--	--

**Pupil & 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 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	Information about the school's policy on providing for pupils with special educational needs
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.
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	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. . <i>Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.</i>

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
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
Post Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection. Where appropriate an action plan following inspection of religious education where the school is 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 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 and risk assessments
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 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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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
Admissions and Attendance Policy	Statement of the school's policy on admissions and attendance
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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

## **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 or the Chair of Governors.

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

*or*

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

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

This policy was revised and approved by the Governing Body in Summer 2016. It will be reviewed in accordance with our Policy and Procedure Review Cycle.

## Bournes Green Infant School

### Freedom of Information Publication Scheme

Individual pupil records are only available to the child's parents/carers.

Name of Document	Description
Individual records	Each child's record of academic progress, contact numbers, medical information and other relevant information.
SEN records	Records of individuals who have special educational needs.
Reports	Copies of reports for each child sent to parents.
Teachers' records	Assessments kept by teachers to assess the progress of each child.



## Bournes Green Infant School Freedom of Information Scheme

<b>Information to be published.</b>	<b>Information available</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Website	
Who's who in the school	Website	
Who's who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Hard copy	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	Website	
Annual Report (if any)	Website	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	<b>Information available</b>	
Annual budget plan and financial statements	Hard Copy	
Capital funding	Hard Copy	
Financial audit reports	Hard Copy	
Details of expenditure items over £2000	Hard Copy	

Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard Copy	
Pay policy	Website	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	10p per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>Information available</b>	
School profile The latest Ofsted Inspectorate report - Summary - Full report	Website Hard Copy	10p per sheet
Performance management policy and procedures adopted by the governing body.	Website	
Performance data	Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website	
Safeguarding Policies	Website	
<b>Class 4 – How we make decisions</b> Current and previous three years as a minimum	Website and Hard Copy	10p per sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
Agendas and minutes of meetings of the governing	Viewing	

body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	or Hard Copy	10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	<b>Information available</b>	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website	
Charging policies. 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.	Website	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers	<b>Information available</b>	
Curriculum circulars and statutory instruments	Website	
Asset register	Hard Copy	10p per sheet
Any information the school is currently legally required to hold in publicly available registers	Hard Copy	10p per sheet
<b>Class 7 – The services we offer</b>	<b>Information available</b>	
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications, leaflets, books and newsletters	Website	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	<b>Information available</b>	

## **SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost of materials plus admin fee
	Photocopying/printing @ 20p per sheet (colour)	Actual cost of materials plus admin fee
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Time if additional documents have been requested in a particular format	£25.00 per hour plus printing costs as above ( up to a maximum of 18 hours