



# Policy

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

Statutory or Non Statutory	Statutory
Frequency of Review	Every Three Years
Last Review	December 2018
Next Review	December 2021
Website	Yes

## **Canterbury Vision**

*At Canterbury, children and their families are at the heart of an encouraging and challenging environment, where everyone recognises and celebrates differences, actively communicates the importance of learning and believes everyone can achieve.*

Our full title and address for sending requests for any documents is: **Canterbury Nursery and Centre for Children and Families, Basil Street, Bradford, BD5 9HL.**

The person responsible for maintenance of this scheme is: **Jackie Bracewell (Head of School)**

### **1. 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 nursery 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 either available for you on our website to download and print off or available in paper form. It is available free or at a fee in accordance with our charging policy.

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

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

### **2. Aims and Objectives**

The Maintained Nursery School aims to:

- Give children an excellent start in education so that they have a better foundation for learning,
- Enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work,

and 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 (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 three broad topics areas:

**Governors Documents** – information published in the Governors Annual Report and in other Governing Body documents.

**Children and families** – information about policies that relate to children and their families.

**Maintained Nursery School Policies** - information about policies that relate to the maintained nursery school in general.

#### **4. How to request information**

If you need a paper version, you can request a copy from the contact detailed below.  
(If information is available on our website, a link will direct you to the page you need.)

If the information you're looking for isn't available via the scheme (and isn't on our website), you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: [office@canterbury.ngfl.ac.uk](mailto:office@canterbury.ngfl.ac.uk)

Tel: **01274 574539**

Contact Address: **Basil Street, Bradford, BD5 9HL**

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in **bold** CAPITALS please)

#### **5. Paying for information**

Information is provided free unless stated otherwise. You may expect to pay for priced items such as some printed publications, videos and bound information such as reports. Where there is a charge this will be made in accordance with our charging policy.

As a rule, 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 your local library or an Internet café.

If you are unable to access the Internet you can contact us; see Section 4 'How to request information'. 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.

## 6. Classes of Information Currently Published

**Governors Annual Report and other information relating to the governing body**– this section sets out information published in the Governors Annual Report and in other Governing Body documents.

Class	Description
<b>Governors' Annual Report</b>	<p>The statutory contents of the governors' annual report to parents are as follows. Other items may be included at the maintained nursery school's discretion:</p> <ul style="list-style-type: none"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the maintained nursery school and amounts paid to governors for expenses</li> <li>• a description of the maintained nursery school's arrangements for security of pupils, staff and premises</li> <li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• 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; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll</li> <li>• the schools to which the children transfer on leaving the nursery</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the maintained nursery school</li> <li>• The category of the maintained nursery school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any person entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the maintained nursery school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the Governing Body and its committees</b>	<p>Minutes of meetings of the governing body and of its committees</p>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

**Children, families and curriculum policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Pupil Discipline	Written statement of general principles on behaviour and challenging negative behaviour, appropriate to the child's age and stage of development

**Maintained Nursery School Policies** - This section gives access to information about policies that relate to the maintained nursery school in general.

Class	Description
Published reports of HM Inspectors referring expressly to the Maintained Nursery School	Report of an inspection of the maintained nursery school and the summary of the report
Post Inspection action plan	A plan setting out the actions required following an Ofsted inspection
Charging and remissions policies	A statement of the Maintained Nursery School's policy with respect to charges for childcare and optional extras including, trips etc
Admissions Policy	Information on the Maintained Nursery School policy on admissions
Maintained nursery school travel plans	Advice to pupils and parents which identifies and solves problems associated with trips e.g. risk assessment of place to be visited (refer to LAs guidelines for planning trips)
Special Educational Needs Policy	Information about the Maintained Nursery School's policy on providing for pupils with special educational needs
Accessibility Plans	Statement of policy for compliance with the Disability Discrimination Act
Health and Safety Policy	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
Safeguarding Policy	Statement of general principles on Child Protection
Equality Policy	Statement of general principles on equality
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal of Staff	Statement of procedure 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	Statement of procedure for regulating conduct and discipline of school staff and to the capability of teachers
Staff Grievance	Statement of procedures by which staff may seek redress for grievance

**Canterbury Nursery and Centre for Children and Families** maintains a website at <http://canterburynurseryschool.co.uk> and has an ongoing commitment to make as much information available on our website as possible.

## 7. Complaints and Feedback

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 need to make a complaint then initially this should be addressed to **Jackie Bracewell (Head of School)**.

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 Office of the Information Commissioner. 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  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

### **Confirmation the Policy in respect of Canterbury Nursery School and Centre for Children and Families has been discussed by the Governing Body**

Signed by:

Chair of Governors: ..... Date: .....

Executive Head / Head of School: ..... Date .....

Agreed at the Governing Body Meeting on: .....