

## **This is Enniskillen Integrated Primary School's Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

### **1. Introduction: What a publication scheme is and why it has been developed.**

One of the aims of 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; 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 available in paper form.

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

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

In full recognition of the enormity of the privilege and duty with which we have been entrusted and our role in promoting a caring community with a strong integrated ethos, the Board of Governors and staff of EIPS aim:

- (i) to create an environment in which children will be happy and stimulated to enjoy learning;
- (ii) to help children use number and language effectively and to fully cover the programmes of study as set out in the NI Curriculum;
- (iii) to help children to develop lively, enquiring minds, the ability to apply themselves to tasks, self confidence, independence and a variety of physical skills;
- (iv) to help children acquire knowledge and skills relevant to adult life and to develop the capacity to become contributing members of the community;
- (v) to respect and encourage the needs and individuality of each child and help them to appreciate human achievements and aspirations;
- (vi) to help children develop respect for religious and moral values and tolerance of other races, religions and ways of life;
- (vii) to help children to know about and value both their own culture and traditions and those of others with different cultures and traditions;
- (viii) to help children to learn the importance of resolving differences and conflict by peaceful and creative means;
- (ix) to help children understand the world in which they live and the inter-dependence of individuals, groups and nations;
- (x) to welcome and actively encourage parental involvement in the life of the school and thus recognise the contribution that parents make to the total life of the school;

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 four broad topic areas:

<i>School Prospectus:</i>	information published in the school prospectus.
<i>Governors' Documents:</i>	information published in the Governors' Annual Report and in other governing documents.
<i>Pupils &amp; Curriculum:</i>	information about policies that relate to pupils and the school curriculum.
<i>School Policies and other information relating to the school</i>	information about policies that relate to the school in general.

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail, fax or letter. Contact details are set out below.

e-mail:	<a href="mailto:akerr250@c2kni.net">akerr250@c2kni.net</a>
Telephone:	028 6632 6799
Fax:	028 6632 7974
Contact Address:	Mrs A Kerr Enniskillen Integrated Primary School Drumcoo Enniskillen Co Fermanagh BT74 4FW

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

If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it.

### 5. Paying for information

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. Classes of information currently published

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

<b>Class</b>	<b>Description</b>
<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 head teacher and the 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 rates of pupils' authorised and unauthorised absences;</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures; and</li> <li>• the arrangements for visits to the school by prospective parents.</li> </ul>

**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.

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the 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 school and amounts paid to governors for expenses;</li> <li>• a description of the 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 with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school;</li> <li>• a statement of policy on whole staff development identifying</li> </ul>

	<p>how teachers' professional development impacts on teaching and learning;</p> <ul style="list-style-type: none"> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence;</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures;</li> <li>• A statement of the extent to which proposals in the post-inspection action plan have been carried into effect.</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school.</li> <li>• The category of the 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 body entitled to appoint any category of governor.</li> <li>• Details of any trust.</li> <li>• If the school has a religious character, a description of the ethos.</li> <li>• The date the instrument takes effect.</li> </ul>
<b>Minutes of the 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> ).

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

<b>Class</b>	<b>Description</b>
Home – school agreement	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.
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.
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.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school ( <i>from March 2004</i> ).
Pupil Discipline	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.

<b>Class</b>	<b>Description</b>
Published reports of Eti referring expressly to the school	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 religious character.
Eti inspection action plan	A plan setting out the actions required following the last Eti 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	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 & 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	Statement of procedures for dealing with complaints.
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.
Annex A – other documents	Annex A provides a list of other documents that are held by the school and are available on request.

## **7. 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 Mrs A Kerr, Enniskillen Integrated Primary School, Drumcoo, Enniskillen, BT74 4FW.

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 5A**  
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)**

**Enniskillen Integrated Primary School**

**Freedom of Information Publication Scheme  
Annex 1 – Further documents held by the school**

Name of Document  
Recruitment and Selection  
Salary Policy  
Managing Attendance  
Tendering/Purchasing/Assets  
Corporate Governance  
Scheme of Management/Statement of Principles