

Holme on Spalding Moor Primary School's Publication Scheme

(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 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; 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 and will eventually be also available on our website.

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.

2. Aims and Objectives

- At Holme on Spalding Moor Primary School we want every child to be happy to come to school. We aim for excellence by striving to provide high quality education and facilities for each young person in a caring, safe and pleasant environment.
- We will offer children the opportunity to:
 - develop self-confidence, independence as learners and a positive self-image
 - develop physically, taking increasing responsibility for their health.
 - use confidently, and keep pace with, modern technology in their learning.
 - experience a broad, balanced and enjoyable curriculum, which both promotes creativity and develops skills and knowledge vital for their future economic well-being.
 - appreciate the value of learning outside the classroom through participation in clubs, productions and educational visits, including residential visits.
 - develop as 'active citizens', gaining a sense of what it means to be a member of a community and see the cultural diversity of our country and the world in a positive light.
 - understand the benefits of working co-operatively with others and develop a sense of respect for all.
 - share the value that what we choose to do, we do it well.
 - celebrate successes at all levels.
- We believe that strong partnerships are vital to achieving our aims and maintaining a successful school. We will:
 - encourage parents to become involved in and support the aims and daily life and routines of the school. To help achieve this, we will ensure effective lines of communication between home and school.
 - work with parents in developing children's life skills and shared moral values.

- maintain a strong emphasis on team work, with highly professional staff teams that are sensitive to individual children’s needs and who are supported by an informed and active Governing Body.
- work closely with other agencies to ensure every child’s well-being is safeguarded.
- promote the concept of ‘lifelong learning’ by extending learning opportunities and services to the wider community whenever possible.

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:

School Prospectus (this is no longer statutory, but we intend to maintain this as a valuable source of information on the school)– information published in the school prospectus.

Governors’ Documents – documentation such as non-confidential minutes made available by the governing body and its standing orders and code of conduct.

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, including how the school promotes equality under the Equality Act

The school website will be an increasing source of information on the school (see address below)

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, email, fax or letter. Contact details are set out below.

Email: hosm@eastriding.gov.uk

Tel: (01430) 860287

Fax: (01430) 427815

Contact Address: **High Street, Holme on Spalding Moor, York, YO43 4HL.**

Website: www.holmeschool.co.uk

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

If the information you’re looking for isn’t available via the scheme, you can still 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. 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. 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 CD/DVDs we will let you know the cost before fulfilling your request.

6. Classes of Information Currently Published

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

| Class | Description |
|--------------------------|---|
| School Prospectus | <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 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 appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents |

Information relating to the governing body–

| Class | Description |
|---------------------------------|--|
| Governors' Documents | <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses • a description of the school's arrangements for security of pupils staff and the premises • 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 • 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 • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect • The Governing Body Standing Orders and Code of Conduct |
| 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 |

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|---|--|
| | <ul style="list-style-type: none"> • 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 meeting of the governing body and its committees | 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.

| 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 |
| Equalities | The school’s scheme for promoting equality, including current objectives. |
| 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. |
| 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. |

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

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 the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character. Full report - no charge (also available at www.ofsted.gov.uk) |
| 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 | 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 |
| Complaints procedure | Statement of procedures for dealing with complaints |
| Performance Management of Staff | Statement of procedures adopted by the governing body relating to the appraisal of staff. |
| 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 for Education 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 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 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. Website : www.informationcommissioner.gov.uk

**Holme on Spalding Moor Primary School
Freedom of Information Publication Scheme
Annex A – Further documents held by the school**

| Name of Document | Description |
|-------------------------|---|
| Curriculum Newsletters | An outline of the areas of study for each class/pair of classes issued on a termly basis. |
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Resources Sub-Committee
September 2012