

Freedom of Information Publication Scheme

This is St Sampson's CE 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 is a Publication Scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 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 (www.st-sampsons.wilts.sch.uk) to download and print off or is 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.

2. Aims and Objectives

This Publication scheme is a means of showing how we are pursuing our School aims.

- That our Christian beliefs and values inform the things we do and achieve.
- To encourage children within an ethos of trust to reflect on their own values and faith in a supportive environment
- To challenge all children to reach their full potential, spiritually, intellectually, physically, creatively and socially
- To enable children to develop high self-esteem and a sense of respect for themselves, others and the environment
- To promote enquiring minds and a spirit of curiosity enabling children to be motivated, flexible and adaptable life long learners
- To enable children to take some responsibility for their own learning and become self-motivated to attain their goals



- To make our school a welcoming community for all, where families are encouraged to participate in school activities and in their children's education
- To provide a balanced curriculum that is stimulating, creative and of the highest quality; that is delivered by a committed team who ensure that learning is a positive experience for all

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** - *information published in the school prospectus*
- **Governors' Documents** - *information published by the Governing Body*
- **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*

4. How to request information

If you require a paper version of any of the documents within the Publication Scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below. You can also visit our website at: www.st-sampsons.wilts.sch.uk.

Email: admin@st-sampsons.wilts.sch.uk
Tel: 01793 750452
Fax: 01793 751067

Contact address: Headteacher: Mrs Jennifer Bayne B.A. (Hons)
St Sampson's C.E. Primary School
Bath Road
Cricklade
Wiltshire
SN6 6AX

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



for information under the Freedom of Information Act should be made in writing to the headteacher.

The headteacher is responsible for day-to-day compliance with the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy. The Governing Body is responsible for review of this Publication Scheme and for ensuring that a well organised records management and information system exists in order to comply with requests within 20 school days and reviewing any refusals and appeals.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are provided free of charge. 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 in the description box.

Postal charges will be charged as advised by the Royal Mail on the basis of second class delivery. Once your request has been quantified we will issue you with a fees notice in advance of you receiving any information or documentation from the school. This notice must be paid within three months or we will deem your request to be null and void.

6. Classes of Information Currently Published:

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

Class	Description
School Prospectus	<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">• 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• National Curriculum assessment results for appropriate Key Stages,



	<p>with national summary figures</p> <ul style="list-style-type: none"> • The arrangements for visits to the school by prospective parents <p>The prospectus is available as a document on our website or by request from the school at no charge for single copies.</p>
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Governors' Documents: this section sets out information published by the governing body.

Class	Description
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 • 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 <p>Available on request from the school with no charge for single copies.</p>
Minutes ¹ of meetings of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]</p> <p>Available on request from the school. A cost may be incurred for copying and postage.</p>

Pupils & Curriculum Policies: this section gives access to information about policies that relate to pupils and the school curriculum and are available on request from the school. A cost may be incurred for copying and postage. Policies marked with * are available to view/download on the school's website.

Class	Description
Curriculum Statement *	<p>Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.</p> <p>The school also has policies in place for individual subject areas.</p>
Sex Education Policy *	Statement of policy with regard to sex and relationship education
Special Education Needs and Disabilities	Information about the school's policy on providing for pupils with special educational and disability needs

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



(SEND) Policy *	
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 RE *	Statement of arrangements for the required daily act of collective worship As a church school our RE policy is also important as it identifies our key aims in this area
Child Protection Policy *	Statement of policy for safeguarding and promoting welfare of pupils at the school. The school also has a Code of Conduct for Safer Practice.
Pupil Discipline *	Statement of general principles on behaviour and discipline.
Behaviour & Discipline Policy*	Statement of our policy to ensure that everyone feels valued and respected and that each person is treated fairly.
Anti-Bullying Policy	Statement of our policy for safeguarding our children and the measures taken to prevent bullying
Teaching & Learning Policy*	A Statement of the school's policy on teaching and learning across the school.
Assessment	Statement of general policy with respect to assessment and the organisation and arrangements for carrying out the policy

School Policies and other information related to the school: this section gives access to information about policies that relate to the school in general and are available on request from the school. A cost may be incurred for copying and postage. Policies/information marked with * are available to view/download on the school's website.

Class	Description
Published reports of Ofsted and SIAS 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
Attendance Policy *	A statement of the school's policy regarding attendance including; the school's legal position, procedures for recording and monitoring attendance and lateness and how it deals with persistent absence
Charging and Remissions Policy *	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
Equality Objectives and Policy *	Equality objectives in line with the Equality Policy which meet the school's duties under the Equality Act 2010.
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
Medical policy	Statement of procedures adopted by the school relating to meeting the medical needs of children
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 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 - for information please refer to the DCFS website.
School Development Plan	The School Development Plan maps out the direction of the school over the short and long term. The plan identifies areas of the school which are a particular focus.
Equal Opportunities	Statement of general policy with respect to equal opportunities and the organisation and arrangements for carrying out the policy
School Visits	Statement of general policy with respect to school visits and the organisation and arrangements for carrying out the policy
Other Policies	<ul style="list-style-type: none"> • Asthma Policy • Data Protection Policy • Governor Visits Protocol • Governors Allowances Policy • Homework Policy * • Safeguarding Policy • Violence and Aggression • Gifted & Talented Policy • Staff Handbook • Stress Policy • Accessibility for Disabled pupils • Lettings Policy • Marking & Feedback Policy • Best Value • Whistleblowing Policy



	<ul style="list-style-type: none">• Internal Financial Procedures• Pay Policy• Payment to governors• Planning, Preparation & Assessment Policy• Premises Management Policy• Photography Statement *• Privacy Notice *• Spiritual, Moral and Cultural Development Policy *• Criteria for redundancy• Scheme of delegation• Write Off Policy• Other staff HR Policies including Appraisal, Career Breaks, Code of Conduct, Disability Support, Disclosure & Barring Service (inc storage of information), Equality & Diversity, Grievance, Leave of Absence, Retirement, Flexible Working, Ill Health, Maternity Leave, Overpayments, Paternity Leave, Parental Leave, Recruitment, Redundancy, TUPE and Young Carers Policy.
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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 Jennifer Bayne (Head Teacher)

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: 0303 0123 1113 (local rate) or 01625 545 745

Email: publications@ic-foi.demon.co.uk

Website: <http://ico.org.uk>