

This is Chapel Street Nursery School Publication Scheme

Approved by GB	Date: 1 November 2017
Signed by Chair	Signature: M. S Street
Due for Review	Date: November 2018

Our full title and address for sending requests for any documents is:

**Chapel Street Nursery School
Russell Street
Luton
Beds. LU1 5EA**

The person responsible for maintenance of this scheme is **The Headteacher.**

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 and children's centres, 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 produce 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.

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

There are two sorts of requests for data and they fall under two different pieces of legislation. The requester does not need to specify the act they are making a request under, and it does not matter if they quote the wrong one.

D a t a P r o t e c t i o n A c t

These requests relate to p e r s o n a l i n f o r m a t i o n , so could include staff records

and pupil records. Records which include names, addresses, dates of birth, attendance records, individual salaries and much more.

Every person has a legal right to access information held about them by making a written request. There is a [useful factsheet](#) about DPA requests and **e d u c a t i o n r e c o r d s** which gives much more detail about who can make requests and what information can be released.

Requests for education records should be dealt with within 15 school days. Charges can be made if the requestor wants a copy of the information in line with the guidance on this factsheet.

Compliance with these timescales is a statutory requirement.

Note: requests made by staff for their **p e r s o n n e l r e c o r d s** should be done within 40 calendar days and we can only charge a maximum of £10 towards our costs.

F r e e d o m o f I n f o r m a t i o n A c t

These requests do not include anything personal. For example how many teachers we have, how many pupils in each year group, ethnic breakdown of pupils.

As a public authority in their own right, schools have a responsibility to provide information under this act. Each FOI request should be acknowledged and responded to within 20 working days.

The Department for Education recommend in such instances that any data under the number of 5 is considered identifiable and as such should not be shared. For example, if we said we only had one Irish child that child could be identified so we should suppress that data. This is mainly done to help safeguard and protect vulnerable children and individuals.

F u r t h e r a d v i c e i s a v a i l a b l e f r o m t h e Children & Learning Complaints & Representations Manager on 01582 54 67 47 or email education@luton.gov.uk.

2. Aims and Objectives

Chapel Street 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,
- Work with parents and families to improve their health, welfare and life chances

and this publication scheme is a means of showing how we pursue these aims.

3. Categories of information published

The publication scheme guides us 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:

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 Chapel Street Nursery School in general.

4. How to request Information

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

If the information parents are looking for isn’t available via the scheme (and isn’t on our website,) they can still ask if we have it. They can contact the school by telephone, fax, email or letter.

Email: **head@chapelstreet.nurseryluton.com**
Tel: **01582 413552**
Fax: **01582 540428**
Contact address: **Chapel Street Nursery School**
Russell Street
Luton
Beds. LU1 5EA.

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

5. Paying for Information

Information is provided free unless stated otherwise. People 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 people may incur costs from their Internet service provider. If a request means that we have to do a lot of photocopying or

printing, or pay a large postage charge, we will inform people of the cost before fulfilling their 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
Governors’ Annual Report	<p>The statutory contents of the governors’ annual report to parents are as follows. Other items may be included at the discretion of Chapel Street Nursery School:</p> <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 Chapel Street Nursery School and amounts paid to governors for expenses • A description of the Chapel Street Nursery School’s arrangements for security of pupils, staff and 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 • How teachers’ professional development impacts on teaching and learning • Number of pupils on roll • The schools to which the children transfer on leaving the nursery
Instrument of Government	<ul style="list-style-type: none"> • The name of the maintained nursery school • The category of the maintained nursery 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 person entitled to appoint any category of governor • Details of any trust • If the maintained nursery school has a religious character, a

	description of the ethos <ul style="list-style-type: none"> • The date the instrument takes effect
Minutes ¹ of meeting of the Governing Body and its committees	Minutes of meetings of the governing body and of its committees

¹ 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 Chapel Street Nursery School in general.

Class	Description
Published reports of HM Inspectors referring expressly to the Maintained nursery school/ ABC children's centre	Report of an inspection of Chapel Street 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 Chapel Street's policy with respect to charges for childcare and optional extras including, trips, etc.
Admissions policy	Information on Chapel Street's 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 Chapel Street's policy on providing for pupils with special educational needs
Accessibility Plans	Existing policy for children with disabilities is detailed in the Governors' Annual Report.
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
Child Protection Policy	Statement of general principles on Child Protection Policies
Race Equality	Statement of policy for promoting racial equality
Equal Opportunities Policy	Statement of general principles on equal opportunities policies
Complaints Procedure	Statement of procedures for dealing with complaints
Performance	Statement of procedure adopted by the governing body relating

Management of Staff	to the performance management of staff and the annual report of the headteacher 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
Annex A – other documents	Annex A provides a list of other documents that are held by Chapel Street Nursery School and are available on request

7. Complaints and Feedback

We welcome any comments or suggestions about the scheme. If people want to make any comments about this publication scheme or if they require further assistance or need to make a complaint, then initially this should be addressed to:

Headteacher
Chapel Street Nursery School
Russell Street
Luton
Beds. LU1 5EA.

If people are not satisfied with the assistance they get or if we have not been able to resolve the complaint and 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 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