



This is Nafferton 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 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.

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

The school aims to provide the highest possible quality of education. We aim to develop the whole child within a safe, caring, family atmosphere 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:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in Governors minutes and in other governing body documents.

Curriculum Policies – information about policies that relate to 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 scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: nafferton.primary@eastriding.gov.uk

Tel: **01377 254307**

Fax: **01377 254307**

Contact Address: **Westgate, Nafferton, Driffield, East Riding of Yorkshire, YO25 4LJ**

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

Single copies of information covered by this publication are provided at a cost based on the cost of a copying per A4 side. (30p per copy) All charges will be fair and reasonable.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus & Website	<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 schoolthe names of the head teacher and chair of governorsinformation on the school policy on admissionsa statement of the school's ethos and valuesdetails 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 pupilsinformation about the school's policy on providing for pupils with special educational needsnumber of pupils on roll and rates of pupils’ authorised and unauthorised absencesNational Curriculum assessment results for appropriate Key Stages, with national summary figures

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 5AFOr

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk