

Long Buckby Infant School Publications 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.

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.

This publication scheme commits the School to make information available to the public as part of its normal activities. The information covered is included in the classes of information mentioned below, where this information is held by the School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Long Buckby Infant School, as a public authority under the Act:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term

'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

2. Aims and Objectives

The school aims to:

- provide a happy and stimulating environment for all pupils and staff
- provide a balanced, well planned and structured curriculum which allows development to full potential within the framework of the National Curriculum
- foster caring relationships
- encourage the development of self confidence and positive attitudes towards all elements of school life
- offer a range of aesthetic and physical experiences through both our curriculum and a wide range of extra curricular activities
- view our children's education as part of an ever developing process with appropriate liaison with other schools and agencies
- foster positive relationships with all parents and with our local community
- to make best possible use of all the resources available to us

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 Website* – information published on the school website.
- *Information relating to the governing body* – information published governing body documents.
- *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. The method by which information published under the scheme will be made available

- The School will clearly indicate to the public what information is covered by this scheme (see below) and how it can be obtained.
- Where it is within the capability of the School, information will be provided on the School's website. Where it is impracticable to make information available on the website or when an

individual does not wish to access the information by the website, the School will indicate how information can be obtained by other means and provide it by those means.

- In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- Information will be provided in the language in which it is held or in such other language that is legally required. Where the School is legally required to translate any information, it will do so.
- Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme

5. 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.

Long Buckby Infant School

High Street, Long Buckby, Northants, NN6 7RE

Telephone: 01327 842637

Fax: 01327 843904

Email: head@longbuckby-inf.northants-ecl.gov.uk

Our website is at www.longbuckbyinfantschool.org.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.

6. 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 unless stated otherwise in section 7. 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.

7. Classes of Information Currently Published

Class	Description
School Website	<p>The statutory contents of the school website are as follows:</p> <ul style="list-style-type: none"> • School contact details • Admission arrangements • Ofsted reports • Performance Tables • Curriculum • Behaviour Policy • Pupil Premium • PE & Sport Premium • Special Educational Needs (SEN report) • Charging & Remissions Policy • Values & Ethos

Class	Description
Information relating to the school	<ul style="list-style-type: none"> • The name, address and telephone number of the school, and the type of school • The name of the headteacher and chair of governors • 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 • An overview of teaching, curriculum provision, community links and facilities • Number of pupils on roll
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
Minutes of the governing body meetings and committees	<p>Agreed minutes of meetings of the governing body and its committees</p> <p>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this</p>

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
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
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.
RE & Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection/ Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Behaviour & 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.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school by Ofsted
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance.
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 performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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
Admissions Policy	Statement of the school's policy on admissions

8. 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 – Sarah Dugdale **or** Chair of Governors – Cei Davies Linn

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

Helpline on 0303 123 1113

If you need an urgent response to an enquiry please call our helpline on 0303 123 1113 or 01625 545700, which is available between 9am and 5pm, Monday to Friday.

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

Sub Committee Reviewed (date) <i>March 2018</i>	Signed (Headteacher) <i>Sarah Dugdale</i>
Full Governing Body Ratified (date) <i>March 2018</i>	Signed (Chair of Governors) <i>Cei Davies Linn</i>
Review Date March 2020	