

BROAD CHALKE CE VA PRIMARY SCHOOL

Freedom of Information Publication Scheme 2019

Mission Statement: With the love of God we learn, care, grow and share

The governing body is responsible for the 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 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 either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information. This is covered by our Data Protection Policy.

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

2. 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 5 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 which in our case is all online on our website

Governors' Documents – information published in 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.

3. 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.

Contact address: Broad Chalke Primary School,
Newtown,
Broad Chalke,
Salisbury,
SP5 5DS

Email: admin@broadchalke.wilts.sch.uk

Website: www.broadchalke.wilts.sch.uk

Tel: 01722 780212

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

4. Paying for information

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

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.

5. Classes of Information Currently Published

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

Class	Description
School Prospectus or Website	<p>From September 2012 regulations no longer require schools to publish a prospectus, thus avoiding duplication of effort, and unnecessary cost. Instead, schools are required to publish key information online.</p> <ul style="list-style-type: none"> • School contact details - The name, address and telephone number of the school, and the type of school • The names of the head teacher and chair of governors • Governor information and duties • Information on the school policy on admissions • Ofsted Report • 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 and disabilities (SEND Policy) • National Curriculum assessment results for appropriate Key Stages, with national summary figures • Performance Tables • The arrangements for visits to the school by prospective parents. • Details about how we spend our Pupil Premium Grant and the outcomes • Details about how we spend our Sports Grant and the outcomes • Requests for paper copies

Information relating to 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 four years • The name of anybody 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 took effect
Meeting of the Governing body & its committees	Agreed minutes of meetings of the governing body and its committees (<i>current and last full academic school year</i>)

The Scheme of Delegation	Statement on roles and responsibilities of governors
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Pupils and Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Curriculum Policies	<p>From September 2012 regulations no longer require schools to have a curriculum policy, thus avoiding duplication of effort, and unnecessary cost. Instead, schools will be required to publish key information online.</p> <p>The school's curriculum is published on the school website with an overview for the curriculum for each year group and an overview of the curriculum for each subject and how this progresses through each year group.</p>

School Policies and other information related to the school – This section gives access to information about policies that relate to the school in general. From October 2012 the list of statutory policies was reduced to the following four categories and types of information.

Class	Description
Statutory policies required by education legislation	Charging & Remission Policy; Behaviour Policy; Sex Education Policy; Special Educational Needs and Disabilities Policy; Teachers Appraisal Policy; Teachers Pay Policy.
Statutory policies required by other legislation, which impact particularly on schools	Data Protection Policy; Health and Safety Policy.
Other statutory documents	Admissions arrangements; Accessibility plan; Written statement of behaviour principles (Golden Rules); Central record of recruitment and vetting checks; Complaints procedure statement; Equality information and objectives (public sector equality duty) statement for publication; Freedom of Information publication scheme; Governors' allowances; Home-school agreement document; Instrument of government; Minutes of, and papers considered at, meetings of the governing body and its committees; Premises management documents; Register of business interests of head teachers and governors; Register of pupils' attendance; Staff discipline, conduct and grievance (procedures for addressing);
Documents referenced in statutory guidance	Child protection policy and procedures; Early Years Foundation Stage (EYFS); Statement of procedures for dealing with allegations of abuse against staff

6. 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 Mr. Michael Gibb, Chair of Governing Body, via the School Office.

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

Helpline: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

E Mail: casework@ico.org.uk

Website: www.ico.org.uk

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

A copy of the Information and Record's Management Society's Retention Guidelines for Schools can be obtained from the school office.

Drafted: January 2013

Ratified by FGB: January 2013

Reviewed: February 2016, January 2019

Review due: January 2022