

## Publication Scheme of Information Available Under the Freedom of Information Act 2000

The Governing Body are 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 available in paper form, some information is also available via our website.

Some information which we hold may not be made public, for example, personal information.

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

### 2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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 the Governors' Annual Report and in other Governing Body documents.*

Pupils and Curriculum – *information about policies which 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 scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Longleaze Primary School  
Byron Avenue  
Wootton Bassett  
Swindon  
Wiltshire SN4 8BA

Telephone: 01793 849251  
Fax: 01793 840023  
email: [admin@longleaze.wilts.sch.uk](mailto:admin@longleaze.wilts.sch.uk)  
website: [www.longleaze.wilts.sch.uk](http://www.longleaze.wilts.sch.uk)

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**'. 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

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 Internet café.

All documents are available to view free of charge in school. If an additional personal copy is required, a charge of 10p per sheet to cover the cost of photocopying and the cost of postage where applicable, may be charged. We will let you know the cost before fulfilling your request.

#### 6. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<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"><li>• The name, address and telephone number of the school and the type of school</li><li>• The names of the Headteacher and Chair of Governors</li><li>• Information on the school policy on admissions</li><li>• A statement of the school's ethos and values</li><li>• 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 alternative provision for those pupils</li><li>• Information about the school's policy on providing for children with special educational needs</li><li>• Numbers of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• The arrangements for visits to the school by prospective parents</li></ul>

**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

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	<p>The statutory contents of the Governors' Annual Report to Parents are as follows, (other items may be included in the Annual Report at the school's discretion)</p> <ul style="list-style-type: none"> <li>• Details of the Governing Body membership, including name and address of Chair and Clerk</li> <li>• A statement on progress in implementing the action plan drawn up following an inspection</li> <li>• A financial statement, including gifts made to the school and amounts paid to Governors for expenses</li> <li>• A description of the school's arrangements for security of pupils, staff and the premises</li> <li>• 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</li> <li>• 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</li> <li>• A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• A statement of the extent to the which proposals in the post-inspection action plan have been carried into effect</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the Governing Body</li> <li>• The manner in which the Governing Body is constituted</li> <li>• The term of office of each category of Governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of Governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the Instrument takes effect</li> </ul>
<b>Minutes of meetings of the Governing Body and its committees *</b>	<ul style="list-style-type: none"> <li>• Agreed Minutes of meetings of the Governing Body and its Committees (current and last full academic school year)</li> </ul>

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

**Pupil and Curriculum Policies** – This section gives access to information about policies that relate to pupils and the school curriculum

<b>Class</b>	<b>Description</b>
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
Teaching for Learning (Curriculum) Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex & Relationship Education Policy	Statement of policy with regard to Sex and Relationship Education and relationship education
Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	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	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004)
Behaviour, Discipline and Ethos Policy Anti-bullying Policy	Statement of general principles on behaviour and discipline and of measures taken by the headteacher 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.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report. The summary report will be provided free of charge, but a charge will be made for the full report
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodgings for which charges are permitted, for example, school publications, music tuition, trips
School session times & term dates	Details of school sessions 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 and Monitoring and Support Policy	Statement of procedures adopted by the Governing Body relating to the performance management, monitoring and support of staff and the annual report of the headteacher on the effectiveness of appraisal procedures
Staff Disciplinary Procedure, Staff Capability Procedure	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 for Education and Skills to the headteacher or Governing Body relating to the curriculum
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## 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 a formal complaint needs to be made, 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.

Enquiry/Information Line: 01625 545 700

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



Annex A	Further documents held by the school
<b>Name of Document</b>	<b>Description</b>
Equal Opportunities Policy	Statement of policy for promoting equal opportunities
Pay Policy	Statement of procedures adopted by Governing Body for staff pay and remuneration
Exclusion Policy	Statement of procedures and appeals process to be followed if pupils are suspended from school
Drug and Health Policy	Statement of the school's policy with regard to substances of abuse
Lunch time – Guidance Policy	Statement of procedures to be followed by Mid Day Supervisory Assistants
Assessment and Target Setting Policy	Statement of school's arrangements for pupil assessment and target setting
Staff Directed Time Policy	Statement regarding the use of directed time by staff members
Restraint Policy	Statement of procedures regarding the physical restraint or control of pupils
Homework Policy	Statement of the school's procedures regarding homework
Governors' Allowance Policy	Statement of the procedure for Governors to claim approved expenses incurred during the execution of their role
Attendance Policy	Statement of the school's procedures to promote and manage attendance