



Thrussington C of E Primary School

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

The Governing Body is responsible for maintenance of this scheme.

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
- ❖ 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 that 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.

Aims

The school aims:

- ❖ To educate and to challenge our pupils intellectually, socially, emotionally and physically within a broad and balanced curriculum, which includes the National Curriculum, and which provides for a range of differing needs.
- ❖ To develop and promote Christian values and to encourage a sense of honesty, commitment, self-confidence, responsibility, respect for others including those of different ethnic origins, co-operation and self esteem
- ❖ To develop a sense of citizenship and a positive and mutually supportive relationship within the local community
- ❖ To provide effective learning where parents, governors, staff, children and the community work together in a partnership
- ❖ To encourage and celebrate a pride in our school and our personal achievements
- ❖ To encourage a safe and welcoming atmosphere for parents, staff, children and friends
- ❖ To create an atmosphere where pupils enjoy learning, and to encourage free expression within a disciplined environment
- ❖ To monitor and evaluate what we do to ensure that we deliver the best education possible within the resources available.

This publication scheme is a means of showing how we are pursuing these aims.

Categories of Information Published

The publication scheme guides you to information that 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'.

The classes of information we undertake to make available are organised in three broad topic areas:

1. **Governors' Documents** – *information published in the Governors Annual Report and in other governing body documents*
2. **Pupils and Curriculum** – *information about policies that relate to pupils and the schools curriculum*
3. **School Policies and other information related to the school** – *information about policies that relate to the school in general.*

How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the school:

Email	office@thrussington.leics.sch.uk
Telephone/fax	01664 424 421
Address	Thrussington C of E Primary School Hoby Road Thrussington Leicestershire LE7 4TH

To help us process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST'. If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

Paying For Information

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 publication or videos, we will let you know of the cost before fulfilling your request.

Classes of Information Currently Published

School Prospectus

The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion).

- ❖ The name, address and telephone number of the school, and the type of school
- ❖ The names of the Headteacher and the chair of governors
- ❖ Information on the school policy on admissions
- ❖ 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
- ❖ Information about the school's policy on providing for pupils with special educational needs
- ❖ Rates of pupils' authorised and unauthorised absences and school capacity
- ❖ National Curriculum assessment results for appropriate Key Stages, with national summary figures
- ❖ The arrangements for visits to the school by prospective parents.

Instrument of Government

- ❖ The name of the school
- ❖ The category of the school
- ❖ The name of the governing body
- ❖ The manner 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 Meeting of the Governing Body and Its Committees

Agreed minutes of meeting of the governing body and its committees.

Pupils and Curriculum Policies

- ❖ Home School Agreement – Statement of the school's aims and values, the schools' responsibilities, the parental responsibilities and the school's expectations of its pupils, for example, of homework arrangements
- ❖ 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 Education Policy – Statement of policy with regard to sex and relationship education. Some information might be confidential or otherwise exempt from the publication by law – we cannot publish this

- ❖ 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 delivery of information to disabled pupils
- ❖ Equality Policy Statement – Policy for promoting equality as per Section 75 of 1998 NI Act
- ❖ Child Protection Policy – Statement of policy for safeguarding and promoting welfare of pupils at the school
- ❖ Pupil Discipline Statement - general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying

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

Or

Enquiry/Information Line: 01625 545700
Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk

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