

DERWENT VALE PRIMARY AND NURSERY SCHOOL

FREEDOM OF INFORMATION ACT

Approved by ¹			
Name:	Jen Gregg		
Position:	Chair of Governors		
Signed:	J. A. Gregg		
Date:	30 th November 2022		
Proposed review date ² :	November 2023		

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:

- 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,

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 & 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. 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 or letter. Contact details are set out below.

Email: admin@derwentvale.cumbria.sch.uk

Tel: 01900 601233

Contact Address: Derwent Vale Primary & Nursery School

Great Clifton Workington

Cumbria CA14 1WA

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

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

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

Class	Description						
School	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at						
Prospectus	the school's discretion):						
	• the name, address and telephone number of the school, and the type of school						
	• the names of the head teacher and chair of governors						
	information on the school policy for 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 and the alternative provision for those pupils						
	 information about the school's policy on providing for pupils with special educational needs 						
	 number of pupils on roll and rates of pupils' authorised and unauthorised absences 						
	National Curriculum assessment results for appropriate Key Stages, with national summary figures						
	 the arrangements for visits to the school by prospective parents 						

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description		
Home – school	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the		
agreement	school's expectations of its pupils for example 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		
Special Education	Information about the school's policy on providing for pupils with special educational needs		
Needs Policy			
Accessibility Plans Plan for increasing participation of disabled pupils in the school's curriculum, improving the physical environment and improving delivery of information to disabled pupils.			
Single Equality Policy	Statement of policy for promoting race, disability, gender, sexuality, age, religion/belief equality and community cohesion		
Collective Worship	Statement of arrangements for the required daily act of collective worship		
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school		
Pupil 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 and the summary of the report			
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection			
Charging and Remissions Policy	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	Statement of procedures adopted by the governing body relating to the performance management of		
Management of Staff	staff and the annual report of the head teacher on the effectiveness of appraisal procedures		
Staff Conduct, Discipline	Statement of procedure for regulating conduct and discipline of school staff and procedures by which		
and Grievance	staff may seek redress for grievance		
Curriculum circulars and	Any statutory instruments, departmental circulars and administrative memoranda sent by the		
statutory instruments	Department For Education to the head teacher or governing body relating to the curriculum		
Annex A - Other	Annex A provides a list of other documents that are held by the school and are available on request		
documents			

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, Derwent Vale Primary & Nursery School, Great Clifton, Workington, Cumbria CA14 1WA.

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 545 700

E Mail: <u>publications@ic-foi.demon.co.uk</u>.

Website: www.informationcommissioner.gov.uk

Derwent Vale Primary & Nursery School

Freedom of Information Publication Scheme

Annex A – Further documents held by the school

Name of Document	Description			