



DERWENT VALE PRIMARY AND NURSERY SCHOOL

FREEDOM OF INFORMATION ACT

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”** (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.

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 Prospectus | <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"> • <input type="checkbox"/> the name, address and telephone number of the school, and the type of school • <input type="checkbox"/> the names of the head teacher and chair of governors • <input type="checkbox"/> information on the school policy for admissions • <input type="checkbox"/> a statement of the school's ethos and values • <input type="checkbox"/> 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 • <input type="checkbox"/> information about the school's policy on providing for pupils with special educational needs • <input type="checkbox"/> number of pupils on roll and rates of pupils' authorised and unauthorised absences • <input type="checkbox"/> National Curriculum assessment results for appropriate Key Stages, with national summary figures • <input type="checkbox"/> 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 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 |
| 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 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. |
| 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 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 |

