


Policy:	<b>Publication Scheme on information available under the Freedom of Information Act</b> October 2022	
Status:	Statutory	
Review Date:	3 yearly – October 2025	

## 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 for you on our website to download and print off and available in paper form on request from the office.

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

Our aim is to promote aspirational, independent children who are happy, respectful and have self-belief.

We want all children to become creative, active and reflective learners, enabling them to be able to respond positively to the opportunities and challenges of a rapidly changing world and promote a commitment to lifelong learning.

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.
- *Information relating to the governing body* – 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.

#### 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:

Email: [admin@diseworthprimary.co.uk](mailto:admin@diseworthprimary.co.uk)

Tel: 01332 810208

Contact Address: **Diseworth C of E Primary School, Grimes Gate, Diseworth, Derby, DE74 2QD**

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

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 an Internet café.

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

Class	Description
<b>School Prospectus</b>	<p>The 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 head teacher 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 the alternative provision for those pupils</li><li>• information about the school's policy and arrangements for providing for pupils with special educational needs</li><li>• number of pupils on roll</li><li>• number of pupils on roll and attendance rates</li><li>• National Curriculum assessment results</li><li>• the arrangements for visits to the school by prospective parents</li></ul>

Class	Description
<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 <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees [ <i>current and last full academic school year</i> ]  <i>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this</i>
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Pupils & 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
Curriculum teaching and learning Policy	Statement on our curriculum subjects, aims and objectives
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs and Disability Policy	Information about the school's policy on providing for pupils with special educational needs and disabilities
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 equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection/ Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Pupil Behaviour Policy	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.**

<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, where appropriate, inspection reports of religious education in those schools designated as having a character
Ofsted inspection Self-Evaluation Form <sup>2</sup>	A statement of the governing body's evaluation of the school's performance.

<sup>1</sup>

<sup>2</sup>

Charging and Remissions Policies	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
Health and Safety Policy	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
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Admissions policy	Statement of the schools policy on admissions.
Annex A - Other documents	Annex A provides a list of all 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 Head of School, Lynne Heath or Executive Headteacher, Emma Pepper.

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**

**Enquiry/Information Line: 01625 545 700 E Mail: [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: ADDITIONAL POLICIES/DOCUMENTS :

STATUTORY	NON-STATUTORY
Accessibility Plan	Asthma
Admissions Policy	Bereavement
Anti-bullying	Collective Worship
Attendance	Confidentiality
Behaviour (& exclusion)	Continuing Professional Development (CPD)
Best Value Statement	Critical incident
Central record	Curriculum learning & teaching
Charging & Remissions	E-safety
Complaints	Finance regulations
Data Protection	Food
Foundation Stage	Gifts & Hospitality
Freedom of Information	Home:School Agreement
Governor Allowances	Homework
Health & Safety	Lone working
Instrument of Governance	Looked After Children (LAC)
Inventory	Marking
Register of Business Interests	Monitoring and Evaluation
Safeguarding/Child Protec (also incs allegations against staff)	Parent/Visitor code of conduct
School Premises	Parental contact
Sex Education	Preventing extremism & radicalisation
Single Equality	Pupil premium

Special Educational Needs	Safer recruitment
Statement of Internal control	School meal debt
Supporting pupils with medical conditions	School uniform
Capability	Security
Disciplinary	Severe weather
Grievance	Spiritual, Moral, Social, Cultural Education (SMSC)
Teachers Pay (inc Teacher appraisal)	Target setting
Performance Management	Toileting/intimate care
	Use of force
	Appeals
	Attendance management
	Close personal relationships
	Family Leave
	Flexible working
	Leave of absence/compassionate leave
	Maternity/adoption leave
	Organisational Change Policy
	Social media
	Support staff pay
	Whistleblowing
	Staff Handbook
	Work experience handbook