



Publications Policy

Formally adopted by the Governing Body of:-	Stoke Holy Cross Primary
On:-	February 2020
Chair of Governors:-	Steve Hurrell
Last updated:-	September 2016

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.

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 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.

How to request information

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

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 access to the internet, you can access our website using a local library or 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.

Classes of Information Currently Published

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

Class	Description
	The name of the school
	The school's ethos statement
	The name of the governing body
Instrument of Government	The manner in which the governing body is constituted
	The term of office of each category of governor if less than 4 years
	The name of anybody entitled to appoint any category of governor
	The date the instrument takes effect
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

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 curriculum subjects and schemes of work currently used by the school
Relationships and Sex Education Policy	Statement of policy with regard to relationship and sex 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.

Equality Policy	Statement of policy for promoting 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.
Behaviour for Learning policy	Statement of general principles on behaviour.

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	Link to the last Ofsted inspection of the school.
Charging & 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
School session times and term dates	Details of school session and dates of school terms and holidays
Health & 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 policy	Statement of policy for complaints procedures
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 procedures

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 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 that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. They can be contacted at:

Information Commissioner: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Information Line: 01625 545 700 E Mail: email: publications@ic-foi.demon.co.uk.