



**This is Moat House Primary School Publication Scheme regarding information available under the Freedom of Information Act 2000.**

## **Information available under the Freedom of Information Act 2000**

### **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 either available for you on our website to download and print off or 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. 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 3 of this scheme.

The classes of information that we undertake to make available are organized into four broad topic areas:

*School Website* – information published on the website.

*Governors’ Documents* – information published in the 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.

### 3. Classes of Information Currently Published

**School Website – this section sets out information published in the school website.**

Class	Description
School website	<p>The statutory contents of the school website are as follows, (other items may be included in the website 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 governors</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• the arrangements for visits to the school by prospective parents</li></ul>

**Information relating to the governing body– this section sets out information published in the Governor's Annual Report and in other governing body documents.**

Class	Description
Instrument of Government	<p>The name of the school, category of the school, name of the governing body, manner in which the governing body is constituted, term of office of each category of governor if less than 4 years, name of any body entitled to appoint any category of governor</p> <p>Details of any trust</p> <p>If the school has a religious character, a description of the ethos</p> <p>The date the instrument takes effect</p>

Class	Description
Minutes of meetings of the governing body and its committees (1)	Agreed minutes of meetings of the governing body and its committees

(1) Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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

Class	Description
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 Plan	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.

Class	Description
Race Equality Policy	Statement of policy for promoting race equality
Assemblies & Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding & Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Whole School Behaviour	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 and where appropriate inspection reports of religious education in those schools designated as having a religious character

Class	Description
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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
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
Staff Appraisal & Capability Policy	Statement of procedures adopted by the governing body relating to the performance management of staff

Class	Description
Staff Discipline, Conduct & Grievance Policy	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## 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 or Chair of Governors.

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 organization 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: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)\*protected email\*

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Freedom of Information Publication Scheme

Annex A – Further documents held by the school

Name of Document	Name of Document
Art	Design & Technology
Assemblies & Collective Worship	English
Assessment, Recording & Reporting	Financial Responsibilities of Subject Co-ordinators
Behaviour	Forest Schools
Code of Conduct	Foundation Stage
Community Cohesion	Governors Curriculum Statement
Computing	Humanities
Curriculum	Internet Policy & Internet Usage Policy

Name of Document	Name of Document
Learning Journey Books	Personal, Social & Health Education & Citizenship
Long Term Planning	Pupil Premium Grant
Marking & Feedback	Religious Education & Collective Worship
Mathematics	Science
Mission Statement	Single Equality Scheme
Modern Foreign Languages	SMSC
More Able, Gifted and Talented	Special Educational Needs
Music	Supporting Children with Special Medical Needs
Physical Education	Accessibility Plan



<b>Name of Document</b>	<b>Name of Document</b>
Administering Medicines	Educational Visits
Anti-bullying	Extended Schools
Attendance	First Aid
Behaviour Principles Written Statement	Freedom of Information
Complaints	Governors Allowances
Data Protection	Inclusion & Equality
DBS Risk Assessment	Instrument of Government
Disability Equality Scheme	Late Collection of Children
Drugs Policy & Guidance	Looked After Children

Name of Document	Name of Document
Pay Policy	Traffic Management
Safeguarding & Child Protection	Whistleblowing
Safer Recruitment	Health & Safety
Sex & Relationships	Charges & Remissions
Staff Discipline	Debtors
Statement of Procedures for Dealing with allegations of Abuse Against Staff	School Finance Policy
Transition	Statement of Internal Control

Author: M Woodall

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