

Ladywood Primary School



Freedom of Information Publication Scheme/Policy

(Reviewed November 2021)

This is Ladywood Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

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 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. 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. Under this scheme we will:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by parents/carers/members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.

- To make this publication scheme available to the public.

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:

Who we are and what we do/The services we offer

School Prospectus - information published in the school prospectus.

How we make decisions

Governors' Documents - information published in Governors minutes and in other governing body documents.

Financial Information

Schools benchmarking - information about the school's income and expenditure

Our policies and procedures

Curriculum Policies - information about policies that relate to the school curriculum

Safeguarding Policies - information about policies that relate to pupil and staff safety

School Policies and other information related to the school - information about policies that relate to the school in general.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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 or you can visit our website at www.ladywoodprimary.co.uk

Email: office@ladywoodprimary.co.uk

Tel: 01226 711488

Contact Address: Nancy Road, Grimethorpe, Barnsley, South Yorkshire S72 7JX

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 and isn't on our website, 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">• 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 on 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

Governors' minutes and other information relating to the governing body– this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none">• The name of the school• The category of the school• The name of the governing body• 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 any body entitled to appoint any category of governor• Details of any trust• If the school has a religious character, a description of the ethos• The date the instrument takes effect
Minutes ¹ 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>

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

Curriculum Policies - This section lists policies that relate to the school curriculum.

Accessibility
 Art
 Drugs Education
 DT
 EYFS
 Geography
 Global Dimensions
 Handwriting
 History
 ICT
 Literacy
 Maths
 MFL
 Music
 PSHCE
 RE
 SRE

Safeguarding Policies - This section lists policies that relate to ensuring our pupils and staff are safe and secure at Ladywood.

Child Protection	Supporting Pupils with a Medical Need	Health and Safety
First Aid	Anti Bullying	Use of force to restrain pupils
Home Visiting	Building Security	Confidentiality
Emergency Planning for Schools	Continence	Welfare Requirements in the EYFS

School Policies and other information related to the school - This section lists policies that relate to the school in general.

Assessment for Learning	Planning	Monitoring and Assessment
Educational Visits	Charging	Complaints Procedure
Attendance	Behaviour	Managing Attendance at Work
Work Related Violence	Performance Management	Initial Teacher Training
Volunteers	Whistle Blowing	Ofsted Report

Financial Information

Benchmarking data to compare income and expenditure with similar establishments in England.

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 ***Mrs C Grainger-Roystone***.

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 (ICO). This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. More details about the role of the ICO and how to contact them is available at www.ico.org.uk