

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 FOI 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,

and 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	General information about the school
Governors' Documents	Information about the composition and responsibilities of the governing body, and records of how it fulfils these responsibilities

Pupils & Curriculum Policies	Policies and other information relating to how the school delivers the curriculum and provides equal opportunities
Other Policies and school information	Other information relating to the general operation of the school

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.inkpen.inthehive.net

Email: office@inkpen.w-berks.sch.uk

Tel: 01488 668219

Contact Address: **Inkpen Primary School, Weavers Lane, Inkpen, Hungerford, Berkshire, RG17 9QE.**

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

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.

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' documents 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
School Profile	<p>The statutory contents of the school profile are as follows:</p> <ul style="list-style-type: none"> • The school's successes of the past year • What we are trying to improve • How our results have changed over time • How we are making sure we meet the needs of children with Special Educational Needs • What activities are available to children • How we are working with parents and the community • What pupils have told us about the school and what we have done as a result • What our pupils do after leaving the school • What we have done in response to Ofsted
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 • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Standing orders of the Governing body	<ul style="list-style-type: none"> • Meetings of the Governing Body • Terms of Office for Governors • The election process for Chair and Vice Chair • Quorum of meetings

	<ul style="list-style-type: none"> • Composition of Committees • Delegation of Responsibilities
Register of business interests	A register of all business interests of the members of the governing body.
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees (current and last full academic year)

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
Safeguarding Policy	Statement of policy with regard to the safety and protection of all pupils
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 and Relationships Education Policy	Statement of policy with regard to sex and relationship education
Special Educational 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.
Race Equality Policy	Statement of policy for promoting race 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	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Disability Equality Scheme	Statement of how the school meets its duties under the Disability Discrimination Act 2005

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
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 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 procedures
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
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
Finance Policy	Statement of policy and procedures by which the school manages its delegated funds.
Governor Allowances	Statement of the allowances which are available to governors in relation to their duties
Staffing Structure	Describes the number and role of staff employed by the school
Pay Policy	Statement of the pay framework for all staff employed by the school.
Policy list	A list of all policies currently maintained by the school. All policies in this list are available under the publication scheme. Note that all mandatory policies are listed individually in this document.

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 ***Inkpen Primary School, Weavers Lane, Inkpen, Hungerford, Berkshire, RG17 9QE.***

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 or
Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Review

This Policy will be reviewed Bi annually by the Governing Body.

Date approved

January 2021