

**Our visions and values:**

- Protecting children's right to play learn and have a voice.
- Keeping parents involved in children's development
- Governors and staff leading the way on quality
- Working partnership with health professionals and schools
- Being ethical, respectful and tolerant


## Publication Scheme on information available under the Freedom of Information Act 2000

<b>Status</b>	statutory
<b>Responsible governors</b>	FPP
<b>Last review date</b>	Autumn 2021
<b>Date of next review</b>	Autumn 2022
<b>The policy is available for staff at:</b>	School offices and shared drive
<b>And for parents/carers at:</b>	School website

### Policy audit

version	Revision date	Revised by	Section revised
V1	October 2021		Newly adopted
V2	October 2022	Alison Emmett	No changes

### Approval for finance, pay and personnel committee

Name	Signature	Role	Date
Pauline France		Chair	17.11.22

*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. 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 Website** – information published on the school website.

**Governors' Documents** – information published in the Minutes of Governing Body meetings and in other 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. 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. **or you can visit our website at [The Federation of Church Hill and Low Hall Nursery Schools - Home \(fans.waltham.sch.uk\)](http://The Federation of Church Hill and Low Hall Nursery Schools - Home (fans.waltham.sch.uk))** Email:

Church Hill tel: 020 8520 4919

Low Hall tel: 020 8520 1689

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.

## 4. 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.

## 5. Classes of Information Currently Published

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

Class	Description
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<b>School Website</b>	<p>The statutory contents of the nursery school website are as follows:</p> <p><b>School contact details</b> – name, postal address, telephone number of the school and type of school. Name of member of staff who deals with queries from parents and member of the public. Name of Special Educational Needs Co-ordinator (SENDCO)</p> <p>Admissions arrangements</p> <p>Ofsted reports</p> <p>Curriculum Information</p> <p>School behaviour policy</p> <p>School complaints procedure</p> <p>Special educational needs (SEN) and disability information</p> <p>Equality Objectives</p> <p>Governors' information and duties</p> <p>Charging and remissions policy</p> <p>Value and ethos of the school</p> <p>Requests for paper copies</p>
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**Information relating to the governing body**– this section sets out information published on the school website.

<b>Class</b>	<b>Description</b>
<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

**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 children.
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
Relationship 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 children with disabilities in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to children with disabilities.

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Race Equality Policy	Statement of policy for promoting race equality
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour	Statement of general principles on behaviour and of measures taken by the executive 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
School development plan	A plan setting out the actions to develop the school in line with our principles.
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, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Complaints procedure	Statement of procedures for dealing with complaints
School Subject Access Request Procedure	Statement of procedure regulating to the school's policy with regard to Access of information request
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

**All information except in Annex A is available on our website:** [The Federation of Church Hill and Low Hall Nursery Schools - Home \(fans.waltham.sch.uk\)](http://www.federationofchurchhillandlowhallnurseryschools.co.uk)

## 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 Executive 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. 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](mailto:publications@ic-foi.demon.co.uk).

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

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## Annex A

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
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 executive 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