

This is Low Ash Primary School Publication
Scheme
on information available under the Freedom of
Information Act 2000
(as amended)

*The Governing Body is responsible for
maintenance of this scheme*

January 2014

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (as amended) (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

A copy of the full aims of the school is available in the school prospectus and on the school website.

In summary the school aims to enable every child to fulfil their learning potential and help every child develop the skills, knowledge and personal qualities needed for life and work with education that meets the needs of each child.

The publication scheme aims to identify the range of information relating to the overall school aims and the running of the school and how this can be accessed.

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 – 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.

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, fax or letter. Contact details are set out below or you can visit our website at:- www.lowash.bradford.sch.uk

Email: office@lowash.bradford.sch.uk

Tel: **01274 582927**

Fax: **01274 586503**

Contact Address: **Low Ash Primary School**
Wrose Road
Wrose
Shipley
BD18 1AA

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 is not available via the scheme [**and is not 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 do not have Internet access, you can access our website by using a computer at 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.

6. Classes of Information Currently Published

School Prospectus, website and other information relating to the governing body – this section sets out information published in the School Prospectus and in other governing body documents.

Class	Description
School Prospectus	<p>Low Ash Primary School produces a school prospectus although there is no longer a statutory requirement to do so. The contents of the School Prospectus include:</p> <ul style="list-style-type: none"> • School aims and vision • Contact details • Welcome statement • General information about the school – term dates, school day, uniform, governing body membership, most recent statutory assessment results for Key Stage 2 • Key policies – Behaviour and Anti-Bullying, Child Protection, Inclusion • Home/school Agreement • Arrangements for Religious Education and Collective Worship
Website	<p>From 1st September 2012, all schools are required to provide the following information on their school website:</p> <ul style="list-style-type: none"> • Contact details • Admission arrangements (or where they may be found) • Link to Ofsted report • Most recent Key Stage 2 results • Link to school performance tables (www.education.gov.uk) • School curriculum information for each year group • Behaviour Policy • Pupil Premium allocation, use and impact on attainment • SEN Policy (within Inclusion Policy at Low Ash) • Charges and Remissions Policy • School’s ethos and values <p>A paper copy of this information can be provided on request, free of charge.</p>

<p>Governing Body Documents:</p> <p>Instrument of Government</p> <p>Minutes* of the meetings of the Governing Body and its Committees</p>	<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 <p>Agreed minutes of meetings of the Governing Body and its Committees (<i>current and last full academic school year</i>).</p>
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*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
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 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 – within PSHCE Policy
Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs, disability and additional 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, Diversity and Community Cohesion Policy	Statement of policy for promoting equality (including race, gender, disability, sexual orientation)
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour and Anti Bullying	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.
Post-Ofsted inspection action plan –where required a plan	A plan setting out the actions required following the last Ofsted inspection.
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
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 for Children, Families and Schools to the head teacher or governing body relating to the curriculum

Summary of Policies in School:-

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|-----------------------------------|--|
| Able and Talented | Debtors |
| Acceptable Use | Design & Technology |
| Administering Medication | Early Years Foundation Stage Policy |
| Art | Educational Visits and Risk Assessments |
| Assessment, Recording & Reporting | Energy |
| Attendance | English |
| Behaviour & Anti Bullying | Equality, Diversity and Community Cohesion |
| Best Value | E-Safety |
| Breakfast Club | Financial |
| Charges & Remissions | Flexible Working Procedure |
| Child Protection and Safeguarding | Food in School |
| Code of Conduct for Governors | Freedom of Information |
| Collective Worship | Geography |
| Complaints | Handwriting and Presentation |
| Confidentiality Protocol | Harassment & Bullying |
| CRB | Health & Safety |
| Curriculum | History |

Homework	Provision for Able & Talented
ICT Staff	PSHCE
ICT Curriculum	Race Relations/Action Plan
ICT Web Site	Religious Education
Inclusion	Reporting (Including Marking)
Induction	Science
Internal Control	Social Media
Library	Special Educational Needs
Marking and Feedback	Staff Attendance
Mathematics	Staff Behaviour Relating to Harassment & Bullying
Missing Child	Staff Leave of Absence
Modern Foreign Languages	Staff Development
Music	Staff Wellbeing
Newly Qualified Teachers	Sustainable Development
Pay	Teaching and Learning
Performance Management (Appraisal)	Managing Staff Attendance
Personal Care	Staff Development (Inset)
Photographs and Filming	Use of Force to Control or Restrain
Physical Education	Volunteers
Presentation of Work	

7. Feedback, Compliments 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 compliment or complaint then initially this should be addressed to the 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 (as amended) 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 545 745 or 0303 123 1113

E Mail: notification@ico.gsi.gov.uk

Website : www.ico.gov.uk

This Freedom of Information Act 2000 (as amended) Policy was reviewed by the Full Governing Body on 12th February 2014

Signed: Chair of Governors

Next review due: February 2017