

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

PUBLICATION POLICY AND SCHEME

INTRODUCTION

A requirement of the Freedom of Information Act 2000 is for all maintained schools to be clear and proactive about the information they will make public. This policy and scheme sets out how the Governing Body meets these requirements, which is based upon and conforms with the model scheme for primary schools approved by the Information Commissioner.

The scheme covers information already published and any to be published in the future. All information is available in paper form and most in electronic form. Some information, e.g., that of a personal nature, may not be made public.

1. AIMS AND OBJECTIVES

The school aims to:

- create a secure, caring and happy environment where all pupils and adults work together with mutual respect.
- provide a broad, balanced and relevant curriculum which will enable children to develop to their full potential academically, spiritually and physically.
- enable children to develop moral values based on Christian ideals and to have an understanding of cultures and societies other than their own.
- develop children's belief in their own individual value so that they will grow into independent, self-motivated and disciplined citizens.
- encourage parents and all the community to become actively involved in the life of the school.

2. CATEGORIES OF INFORMATION PUBLISHED

The scheme guides you to information which is currently published or which will be published in the future. This is split into four main categories:

- a) School Prospectus – information published in the school prospectus.
- b) Governors' Documents – information published in the Governors' Annual Report and in other governing body documents.
- c) Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- d) School Policies and other information related to the school - information about policies that relate to the school in general.

3. HOW TO REQUEST INFORMATION

In the first instance you should contact the school office with details of the document that you wish to see or obtain a copy. Contact details are:

Address: Holy Trinity CE School, Church Road, Sunningdale, Berkshire SL5 0NJ
Telephone: 01344 620716
Fax: 01344 873572
Email: holytrinitysunningdale@rbwm.org

4. PAYING FOR INFORMATION

Single copies of information covered by this scheme are provided free unless stated otherwise in section 5. If your request would mean a lot of photocopying or printing, or a large postage charge we will let you know the cost before fulfilling your request. If your request is for a priced item such as a printed publication, CD or video, this will be indicated in the description of the item or advised to you before order and despatch.

Information provided to you by electronic means from the School via email is free, although you might incur costs from your Internet Services Provider.

5. CATEGORIES OF INFORMATION CURRENTLY PUBLISHED

(A) School Prospectus

The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion):

- 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

(B) Governors' Documents

1. Governors' Annual Report

The statutory contents of the Governors' Annual Report to parents are as follows, (other items may be included in the annual report at the school's discretion):

- details of the governing body membership, including name and address of chair and clerk
- a statement on progress in implementing the action plan drawn up following an inspection
- a financial statement, including gifts made to the school and amounts paid to governors for expenses
- a description of the school's arrangements for security of pupils staff and the premises
- information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year
- a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- a statement of the extent to which proposals in the post- inspection action plan have been carried into effect

2. Instrument of Government

- 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

3. Minutes of meetings of the Governing Body and its committees

- Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]. *Please note that some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.*

(C) PUPILS & CURRICULUM

1. 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.

2. 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.

3. Sex Education Policy

Statement of policy with regard to sex and relationship education.

4. Special Education Needs Policy

Information about the school's policy on providing for pupils with special educational needs.

5. 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.

6. Race Equality Policy

Statement of policy for promoting race equality.

7. Collective Worship

Statement of arrangements for the required daily act of collective worship.

8. Child Protection Policy

Statement of policy for safeguarding and promoting welfare of pupils at the school.
(from March 2004)

9. Pupil Discipline

Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying.

(D) SCHOOL POLICIES AND OTHER INFORMATION RELATED TO THE SCHOOL

1. Published reports of Ofsted referring expressly to the School

Published report of the last Ofsted inspection of the school and the summary of the report and inspection reports of religious education.

2. Post-Ofsted inspection Action Plan

A plan setting out the actions required following the last Ofsted inspection and an action plan following inspection of religious education.

3. Charging and Remission 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.

4. School session times and term dates

Details of school session and dates of school terms and holidays

5. 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.

6. Complaints procedure

Statement of procedures for dealing with complaints

7. 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.

8. 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.

9. 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.

Other Documents

None currently.

6. FEEDBACK AND COMPLAINTS

Any comments or suggestions you might have about the scheme are welcomed. 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.

If you are not satisfied with the assistance that you receive from the School or the Governing Body has not been able to resolve your complaint with regard to the publication of information 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. Contact details are:
Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 01625 545 700 Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk