



Crockerne C of E Primary School



Name of Policy:	Governors' Publication Scheme on Information Available under the Freedom of Information
Committee:	Curriculum Standards and Staffing
Date Ratified:	May 17
Next Review:	May 20
Chair of Governors Signature:	
Headteacher Signature:	

Crockerne Church of England Primary School

Governors' Publication Scheme on Information Available under the Freedom of Information Act 2000

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

One of the aims of the Freedom of Information Act 2000 (FOIA) 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

Crockerne Church of England Primary School has its own Mission Statement and Aims. 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 information published for prospective parents.
- Governors' documents information published in governing body documents.
- Students and curriculum information about policies that relate to pupils and the schools' curriculum.
- School policies and other information related 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 or letter. Contact details are:

Website: www.crockerne.co.uk

Email: Crockerne.pri@n-somerset.gov.uk

Tel: 01275 372659

Address: The Headteacher, Crockerne Church of England Primary School, Westward Drive. Pill, BS20 0JP

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". 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 don't have internet access, you can access our website using the local library.

Single copies of most of the information covered by this publication are available free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

6. Classes of information currently published:

(a) The School Prospectus

Available from June onwards for entry to the schools in Reception the following September.

(b) Governors' documents

The Instrument of Government and minutes of meetings of the governing body and its committees.

(c) Students and curriculum policies

Home-School Agreement

Curriculum Policy Statements

Attendance Policy

Marking and Feedback Policies

Sex and relationships Education Policy

SEND Policy

Equality Policy and Equality Statement

Collective Worship Statement of policy on the required daily act of collective worship.

Child Protection Policy

Positive behaviour Policies

Anti-Bullying Policies.

Policy on Photographic Images

(d) School policies and other information related to the school

Published reports of Ofsted on the school

Published report of the last inspection of the school (for which a charge will be made) and the summary of the report.

School Development Plans

Whistle blowing Policy

Charging and Remissions Policy

Details of school sessions/dates of school terms and holidays

Health and Safety Policy

Complaints procedure

Staff Performance Management Policy

Staff Discipline & Grievance Policies plus other HR policies

Lettings Policies and Charges

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 The Headteacher, Crockerne Church of England Primary School, Westward Drive. Pill, BS20 0JP

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.

Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 01625 545 700

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

Website: www.informationcommissioner.gov.uk