

TERRINGTON ST CLEMENT COMMUNITY SCHOOL
Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for the 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. Aims and Objectives

The school aims to help children:-

- to make best use of all opportunities presented to them during their time in school
- to develop lively, enquiring minds with the ability to question and argue rationally
- to acquire knowledge, skills and understanding
- to develop habits of self-discipline, acceptable behaviour, courtesy and good manners
- to understand the importance of taking personal responsibility for themselves and their learning
- to use language and number with confidence and enthusiasm
- to develop respect for religious and moral values and tolerance towards ways of life that differ from their own
- to understand the world in which they live and the interdependence of individuals, groups and nations

- to respect and care for other people and the environment
- to appreciate human achievements and endeavour
- to grow in aesthetic awareness and make best use of opportunities for their creativity and imagination
- to develop agility and physical co-ordination and the ability to express themselves through movement

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'.

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 the Governors School Profile 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.

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.terringtonstclementschoo.co.uk

Email: office@terrington-st-clement.norfolk.sch.uk

Tel: **01553 828348**

Fax: **01553 828348**

Contact Address: **Terrington St Clement Community School, 72, Churchgateway, Terrington St Clement, King's Lynn, Norfolk PE34 4LZ**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you are 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 using a local library or an Internet café.

All copies of information covered by this publication are chargeable at a cost of 20p per photocopied page. If you require information to be posted, you will also be required to pay for postage and packing or supply a suitably stamped SAE.

6. Classes of Information Currently Published

School Brochure

The statutory contents of the school prospectus are included:

- 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' School Profile and other information relating to the governing body— this section sets out information published in the Governors' School Profile and in other governing body documents.

The statutory contents of the governors' school profile are as follows,

- 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

- 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

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
- The date the instrument takes effect

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 school year*)

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

- 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 and Relationships Education Policy
- Special Education Needs Policy and Local Offer
- Accessibility Plans
- Single Equality Policy
- Collective Worship and Statement of arrangements for the required daily act of collective worship
- Statement of policy for safeguarding and promoting welfare of pupils at the school including Child Protection.
- Pupil Behaviour Policy
- All other policies under the umbrella of safeguarding

Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

- 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
- 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 of Education to the head teacher or governing body relating to the curriculum

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 Headteacher, Terrington St Clement Community School, 72, Churchgateway, Terrington St Clement, King's Lynn, Norfolk. PE34 4LZ**

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