

ABBEY ROAD PRIMARY SCHOOL

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

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 available in paper form.

Some information which we hold may not be made public, for example personal information.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to :

- Enable every child to fulfil their learning potential, with education that meets the needs of each child.
- Help every child develop skills, knowledge and personal qualities needed for life and work

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 Website – information published on the school's website

Governors' Documents – information published and in other governing body documents.

Pupils and 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.

Email: office@abbeyroad.notts.sch.uk

Telephone : 0115 9748055

Fax : 0115 9748056

Contact Address : Tewkesbury Close, West Bridgford, Nottingham NG2 5ND

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, you can still contact the school to ask if we have it. Copies of requested publications may be available in the entrance area and/or may be read on site.

5. Paying for Information

As schools are attempting to become 'paper free' more and more information will be put on our website.

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 if for a priced item such as some printed publications we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by £ sign in the description box.

6. Classes of Information Currently Published

Class:	Description – free of charge
<i>School Website</i>	<p>The statutory contents of the school website are as follows, (other items may be included at the school's discretion).</p> <ul style="list-style-type: none">• <i>School contact details</i>• <i>Admission arrangements</i>• <i>Ofsted reports</i>• <i>Exam and assessment results</i>• <i>Performance tables</i>• <i>Curriculum</i>• <i>Behaviour policy</i>• <i>School complaints procedure</i>• <i>Pupil premium</i>• <i>PE and sport premium for primary schools</i>• <i>Special Educational Needs (SEN) and disability information</i>• <i>Equality objectives</i>• <i>Governing Body information and duties</i>• <i>Charging and remissions policies</i>• <i>Values and ethos</i>
Class: <i>Governors' Documents</i>	Description – free of charge
	<ul style="list-style-type: none">• <i>Instrument of government</i>• <i>Minutes of meetings</i>

Class: <i>Pupils and Curriculum</i>	Description £
	<ul style="list-style-type: none"> • <i>Home School Agreement</i> • <i>Curriculum Content</i> • <i>Sex & Relationships Education Policy</i> • <i>Disability, Equality & Accessibility Plans</i> • <i>Collective worship</i>
Class <i>School Policies</i>	Description £
	<ul style="list-style-type: none"> • <i>School session times and term dates</i> • <i>Staff Conduct, Discipline and Grievance</i> • <i>Health & Safety Policy</i> • <i>Performance Management of Staff</i>

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your request 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 545700

Email: publications@us-foi.demon.co.uk

Website www.informationcommissioner.gov.uk