

ALDER COPPICE PRIMARY SCHOOL



Achievement through Commitment

Publication Scheme of information available under the Freedom of Information Act

Policy for the Attention of			
<i>Audience</i>	<i>Key Audience</i>	<i>Optional Audience</i>	<i>Additional/Notes</i>
Senior Leadership Team			
Teachers			
Teaching Assistants			
Administrative Staff	✓		
Curriculum Support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors	✓		
Parents			
Website	✓		
Local Authority			

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.

This 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 the skills, knowledge and personal qualities needed for life and work,

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'. These are contained in section 8 of this Scheme.

The classes of information that we undertake to make available are organised into five broad topic areas:

- i) *School Handbook* – *information published in the School Handbook.*
- ii) *School Website* – *information available online.*
- iii) *Governors' Documents* – information published in Governing Body documents.
- iv) *Pupils & Curriculum* – information about policies that relate to pupils and the School curriculum.

- v) *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.

Contact Address:

Mrs S Linney
Headteacher's PA
Alder Coppice Primary School
Northway
Sedgley
Dudley
DY3 3PS

Tel: 01384 - 816610

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 isn't available via the scheme you can still contact the School to ask if we have it.

5. Paying for information

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. Availability of Information in other Forms

Parents may, where necessary, request information in alternative forms such as in large print, Braille or documents may be translated for those who English is an Additional Language. Any such requirements should be discussed with the Headteacher's PA at the time of requesting information.

7. School Website

A large amount on information about the School is available to view and download from on the School Website – www.alder.dudley.sch.uk

8. Classes of Information Currently Published

School Handbook – this section sets out information published in the School Handbook.

Class	Description
School Handbook	➤ the name, address and telephone number of the School, and the type of school ➤ the names of the Headteacher and Chair of Governors ➤ a Vision Statement of the School's ethos and values ➤ Staff List ➤ The School Day – times of sessions ➤ Term and Holiday Dates ➤ Summary Information on Attendance and Absences ➤ Routines ➤ Medical Information ➤ School Uniform and Dress Code ➤ Reward System ➤ The Curriculum ➤ Assessment ➤ Charging Policy and Educational Visits ➤ Communication with Parents
School Website	➤ Admissions Policy ➤ Curriculum Information ➤ Safeguarding and Child Protection ➤ School Policies (<i>Please note some policies may not appear on the Website if they are currently subject to being reviewed and revised</i>). ➤ Class timetables ➤ Letters to Parents

Class	Description
Instrument of Government	➤ The name of the School ➤ The category of the School ➤ The name of the Governing Board ➤ The manner in which the Governing Board is constituted ➤ The term of office of each category of governor if less than 4 years ➤ The name of anybody 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
Minutes ¹ of meeting of the Governing Board and its committees	Agreed minutes of meetings of the Governing Board and its committees <i>[current and last full academic school year]</i>

¹ 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 & Relationship Education Policy	Policy with regard to Sex and Relationship Education.
Special Education Needs Policy	Information about the School's policy on providing for pupils with Special Educational Needs.
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.
Collective Worship	Statement of arrangements for the required daily act of Collective Worship.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the School.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher 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 and where appropriate inspection reports of religious education in those schools designated as having a religious character. Also available from OFSTED Website.
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.
Staff Appraisal	Statement of procedures adopted by the Governing Body relating to the Appraisal of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.

9. 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:-

Mrs S Linney
Headteacher's PA
Alder Coppice Primary School
Northway
Sedgley
Dudley
DY3 3PS

Tel: 01384 - 816610

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

