



**NORTON SUB HAMDON and WEST
CHINNOCK
C of E VC PRIMARY SCHOOL
FEDERATION**



FREEDOM OF INFORMATION PUBLICATION SCHEME

Last Reviewed	May 2018
Review Period	3 years
Review Due	May 2021
Committee Responsible	FGB
Person Responsible	DH/LP

Signed

Date

1. Introduction: what a Publication Scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 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 for you on our website to download and print off or 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. 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’ and 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 in the school prospectus.

Governor’s Documents - information published following the Governors Annual meeting with parents and in other Governing Body documents.

Pupils & Curriculum - information about policies that relate to pupils and to the school curriculum.

School Policies - information about policies that relate to the school in general.

3. How to request information

You can request a copy of the information you want from the contact detailed below, or from our websites at <http://www.nortonsubhamdonprimary.co.uk/> <http://www.westchinnockprimary.co.uk/>

If the information you’re looking for isn’t available via the scheme, and/or isn’t on our websites, you can still ask if we have it. You can contact the schools by telephone, fax, email or letter.

- Norton Sub Hamdon New Road, Norton Sub Hamdon, Stoke Sub Hamdon, TA14 6SF
- Tel: 01925 881815
- Email: NortonSH@educ.somerset.gov.uk
- Fax: 01935 881920
- West Chinnock Scotts Way, West Chinnock, Crewkerne, TA18 7PT
- Tel: 01935 881367
- Email: westchinnock@educ.somerset.gov.uk
- Fax: 01935 881921

To help process your request quickly, please clearly mark any correspondence “**PUBLICATIONS SCHEME REQUEST**”

4. 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 a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in the annex. 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 price item such as some printed publications we will let you know the cost before fulfilling your request.

5. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

The statutory content of the school prospectus are as follows:

- The name, address and telephone number of the school, and the type of school
- The names of the head teacher and the chair of governors
- Information about 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

Information relating to the governing body – this section sets out information published in Governing Body documents.

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 for each category of governor if less than 4 years
- The name of any person 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 of meeting of the Governing Body and its committees

Minutes from governors board and committee meetings {current and last full year}

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

Home – School agreement

Written statement of the school's aim 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 national curriculum subjects, including any syllabus followed by pupils at the school

Sex Education Policy Written statement of policy with regard to sex education

Behaviour Management (Pupil Discipline)* Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate

Ofsted reports* - Published reports of HM Inspectors referring expressly to an inspection of the school and the summary of the report

Charging and remissions policy* A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging of which charges are permitted, for example, music tuition, trips.

School session times* Details of school session and dates out of school terms and holidays

Special Educational Needs* Details about the school's policy on providing for pupils with special educational needs

Accessibility Plans Written plan of improvements to access for pupils with disabilities

Health and Safety Policy Written 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

Child Protection Policy* Statement of general principles on Child Protection arrangements

Complaints Procedure* Statement of procedures for dealing with complaints

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 instrument, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum

*Information available on our websites

Freedom of Information
Guide to information available from Norton sub Hamdon and West Chinnock Primary Schools
under the model publication scheme

Information to be published	How the information can be obtained	Cost
1. Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	See Prospectus and website	
Who's who on the governing body and the basis of their appointment	See Prospectus and website	
Instrument of Government	Held in School Office	10p Sheet
Contact details for the Head teacher and for the governing body	See school website	
School prospectus	Held in the School Office and on the website	
Staffing structure	Held in the School Office	
School session times and term dates	Times in Prospectus and on Website	
2. What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy)	
Annual budget plan and financial statements	Office	10p sheet
Capitalised funding Additional funding	Office	10p sheet
Procurement and projects	Office	10p sheet
Pay policy Staffing and grading structure	P Drive	10p sheet
3. What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy)	
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report – Summary - Full report 	Raise Online available from the Ofsted site	
Performance management policy and procedures adopted by the governing body.	In the Policy File on school network	10p sheet
Schools future plans	School Improvement Plan	10p sheet
4. How we make decisions Admissions policy/decisions (not individual admission decisions)	Local Authority	10p sheet
Agendas of meetings of the governing body and committees	Held in the school office	10p sheet

Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Held in the school office	10p sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	On the school network on the <i>Public Drive and on the Somerset Learning Platform</i>	10p sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	On the school network on the <i>Public Drive</i>	10p sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Data protection (including information sharing policies) 	On the school network on the <i>Public Drive</i>	10p sheet
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	On the school network on the <i>Public Drive</i>	10p sheet
6. Lists and Registers Currently maintained lists and registers only	(hard copy; some information may only be available by inspection)	
Curriculum statutory instruments	School Office	10p sheet
Asset register	School Office	10p sheet

Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		10p sheet
7.The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School Network P Drive	
Out of school clubs	School Network P Drive	
Leaflets books and newsletters	Website/ School Network P Drive	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the Public Authority

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 this should be addressed to:

Ms Liz Stiddard
Norton Sub Hamdon Church of England Primary School
New Road
Norton Sub Hamdon
Stoke Sub Hamdon
TA14 6SF