



## **Freedom of Information Act 2000: PUBLICATION SCHEME FOR PRIMARY SCHOOLS**

<b>Policy Originator</b>	Nicholas Miller
<b>Governor Responsible</b>	Rebecca Anderson
<b>Ratified on</b>	20.11.17
<b>Review period</b>	Annual (Reviewed Autumn '18)

## **This is Ferry Lane 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 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. OUR VISION**

The school's vision is to aspire to equip our children with the skills to be confident and successful in life.

Our four golden rules underpin our expectations for all of our stakeholders and exemplify our core values:

- 1.) Care for everyone & everything.
- 2.) Show good manners at all times.
- 3.) Follow instructions straight away.
- 4.) Aim high!

We believe in developing all children's love of learning in a safe and stimulating environment. We promote E.P.I.C. teaching and learning striving to ensure that our children's learning is exciting, pacy, involving and challenging.

### **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 in the school prospectus.

*Governors' Documents* – information published in the Governors Annual Report 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 <http://www.ferrylaneschool.co.uk>.

Email: [admin@ferrylane.haringey.sch.uk](mailto:admin@ferrylane.haringey.sch.uk)

Tel: 020 8801 5233

Contact Address: Ferry Lane Primary School, Jarrow Road, Tottenham, London, N17 9PP

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 and isn't 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 a local library or an Internet café.

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. Classes of Information Currently Published

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

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>

**Governors' Annual Report and other information relating to the governing body** – this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
<b>Governors' Annual Report</b>	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>• a description of the school's arrangements for security of pupils staff and the premises</li> <li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The school's ethos statement</li> <li>• The fact that the school is a voluntary aided school and the diocese or religious order</li> </ul>

	<p>which are its trustees</p> <ul style="list-style-type: none"> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of the person or body entitled to appoint any category of governor</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

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

<b>Class</b>	<b>Description</b>
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
Sex Education Policy	Statement of 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 Plans	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.
Equality Policy	Statement of policy for promoting equality
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

<sup>1</sup> 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.

<b>Class</b>	<b>Description</b>
Published inspection reports referring expressly to the school	Published report of the last Ofsted inspection of the school and the summary of the report
Post inspection action plans	A plan setting out the actions required following the last Ofsted inspection
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions
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	The Complaints Procedure policy.
Appraisal 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	Code of Conduct Policy for staff.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

<http://www.ferrylaneschool.co.uk/>

## **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 [admin@ferrylane.haringey.sch.uk](mailto:admin@ferrylane.haringey.sch.uk).

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint the next step will be to speak to the Head teacher (Nicholas Miller). In the event of a further step being taken, our complaints procedure policy outlines what to do and who to contact.