



Chellaston Infant School
School Lane, Chellaston
DERBY, DE73 6TA

Headteacher: Lindsay Galley
Telephone: 01332 700298

admin@chellastoni.derby.sch.uk

THIS IS CHELLASTON INFANT SCHOOL'S PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT (FOIA) 2000

Agreed by Governors: Autumn 2019-20
Date of review: Autumn 2022-23

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

Classes of information

- **Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing.**
Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions.**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- **Our policies and procedures.**
Current written protocols for delivering our functions and responsibilities.
- **Lists and registers.**
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer.**
Advice and guidance, booklets and leaflets, transactions and media releases.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The publication scheme (Section 6) guides you to information which we currently publish.

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.

Requests for Personal Data

The FOIA does not apply to personal data, and individuals requesting information held about themselves should make a subject access request

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: admin@chellastoni.derby.sch.uk

Tel: **01332 700298**

Contact Address: **Chellaston Infant School, School Lane, Chellaston, Derby, DE73 6TA**

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	Website	On application
School Prospectus	<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"> 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 	Yes	Yes

Information on our Local Governing Board– this section sets out information published in the Governors' section of our school website and in other governing body documents.

Class	Description	Website	On application
Information on our Local Governing Board	<p>The statutory contents of the governors' section are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> details of the governing body membership, including name of chair and clerk and how to contact them. a statement on progress in implementing the action plan drawn up following an inspection a financial statement, including gifts made to the school and amounts paid to governors for expenses a description of the school's arrangements for security of pupils staff and the premises 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 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 a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning 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 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

Instrument of Government	<ul style="list-style-type: none"> • 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 • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect 	Yes	Yes
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body		Yes

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

Class	Description	Website	On application
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		Yes
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	Yes	Yes
Relationships and Sex Education Policy	Statement of policy with regard to sex and relationship education	Yes	Yes
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs	Yes	Yes
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.	Yes	Yes
Equality Policy	Statement of policy for promoting race equality	Yes	Yes
Collective Worship	Statement of arrangements for the required daily act of collective worship	In prospectus	Yes
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.	Yes	Yes
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	Yes	Yes

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	Website	On application
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	Yes	Yes
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character		Yes
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	Yes	Yes
School session times and term dates	Details of school session and dates of school terms and holidays	In prospectus	Yes
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	Yes (Risk Assessments on application only)	Yes
Complaints procedure	Statement of procedures for dealing with complaints	Yes	Yes
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		Yes
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		Yes
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	Yes	Yes
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request		

Our website is at (www.chellastoninfants.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 Mrs Galley – Head teacher.

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