

## **This is Flagg Nursery School's Publication Scheme on information available under the Freedom of Information Act 2000**

The Governors' Resource Management Committee is responsible for monitoring this scheme.

The Headteacher, has overall responsibility for managing the scheme.

The Business Manager, holds day to day responsibility for Freedom of Information requests.

### **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.

Most information in our publication scheme is available for you on our website. The remainder 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. Values**

Our values:

- We are committed to developing the 'whole person', in building confidence and self esteem for students and staff.
- We promote and actively encourage children to have a sense of dignity. Children should have respect for themselves, relationships should encourage trust and mutual respect both within school and beyond.
- Successful learning is the most important gift we can give our children.
- High and consistent expectations of effort and behaviour are the foundations of worthwhile progress and need to be maintained and this publication scheme is a means of showing how we are pursuing these values.

### **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 3 broad topic areas:

*School Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published in governing body documents.

*School Policies [including Pupils & Curriculum] and other information related to the school* - information about policies that relate to pupils and the school curriculum and the school in general.

### **4. How to request information**

Where information is not published on our website, you may request a paper version of any of the documents within the scheme by contacting the school by telephone, email, or letter.

To help us process your request quickly, please clearly mark any correspondence **"FREEDOM OF INFORMATION ACT 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 however your request means that we have to do a lot of photocopying or printing, the following charges will apply:

- 5p per single side of A4,
- 10p per single side of A3.
- plus any postal charge at the current rate applied by Royal Mail.

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 on application on an individual basis.

## **6. Classes of Information Currently Published**

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

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the Members of staff
- information on the school policy on admissions
- a statement of the school's ethos and values
- arrangements for visits to the school by prospective parents
- details regarding open evenings and parents evenings
- Entitlements and Expectations

### **Governing Body Documents**

This section sets out information published in governing body documents.

- 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 anybody entitled to appoint any category of governor
- The date the instrument takes effect

### **Minutes of meeting of the governing body and its committees**

Agreed minutes of meetings of the governing body and its committees [*current and last full academic school year*]

**School Policies & Information [including pupils & curriculum]** - This section sets out details of policies and information that can be found on the school website

1 Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this:

Attendance Policy

Acceptable Use of IT, the Internet and Electronic Communication

Charging and Remissions Policy

Child Protection and Safeguarding Policy

Code of Conduct [Governors]

Complaints Procedure for External Complaints against Staff

Confidential Reporting Code

Curriculum Information

Data Protection Policy

Disability Equality Duty.

Privacy Notice  
Publication Scheme  
SEN and Disability Policy  
SEN Local Offer Information

**Other information related to the school** - This section gives access to information that

- 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
- 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
- School session times and term dates
- School Calendar
- Details of school events and Inset days throughout the academic year

## **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 the Clerk to Governors.

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***

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**