

# This is the Publication Scheme for Milton Church of England Primary School

## Relating to information available under the Freedom of Information Act 2000

### **Milton CE School Vision and Values**

In our school which is welcoming, safe and fun

Everyone will be, working hard, learning, smiling and enjoying themselves.

We will be using our skills of listening, caring and teamwork.

We all believe that everyone has a part to play in this school and can be themselves.

We are a brilliant school with a Christian ethos

Whose purpose is to develop a lifelong love of learning.

(Development coordinated by the school council 2009)

Our vision is to develop a life long love of learning. We believe that the 'home school' partnership is an essential part of our commitment to success. Confidence in the school comes from knowing and understanding what is happening within it and we recognise that in satisfying the requirements of the Data Protection Act we are also providing important relevant information to our parents and carers.

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. 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:

1. *School Brochure – information published in the school prospectus and available on the school's website.*
2. *Governors' Documents – information relating to the work of the governing body.*
3. *Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.*

4. *Policies relating to pupil welfare*
5. *School Policies and other information related to the school - information about policies that relate to the school in general.*
6. *The services we offer*

### 3. 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: [www.milton.cambs.sch.uk](http://www.milton.cambs.sch.uk) Email: [office@milton.cambs.sch.uk](mailto:office@milton.cambs.sch.uk)

Tel: **01223 508783**

Contact Address: **Humphries Way, Milton, Cambridge CB24 6DL**

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 or on the 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 (More than 20 pages in any one request), 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 set charge this will be indicated by a £ sign in the description box.

### 6. Classes of Information

**School Brochure** – this section sets out information published in the **school brochure and/or website**

Class 1	Description
<b>School Brochure</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 and chair of governors</li> <li>• the names and roles of school staff</li> <li>• information on the school policy on admissions for the current year</li> <li>• a statement of the school’s ethos and values</li> <li>• 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</li> <li>• information about the school’s policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils’ authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• Home – school agreement</li> <li>• Details of school sessions and dates of school terms and holidays</li> </ul>

**Governing Body Information.** This information is available within the school brochure and/or website or is available on request.

<b>Class 2</b>	<b>Description</b>
<b>Governor Information/Policies</b>	<ul style="list-style-type: none"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• Governor's Improvement Plan</li> <li>• a financial statement, including gifts made to the school and amounts paid to governors for expenses</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 action plan covering future policies for increasing access by those with disabilities to the school</li> <li>• The School Profile</li> </ul>
<b>Instrument of Government(£)</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <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 any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</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>	<ul style="list-style-type: none"> <li>• Agreed minutes of meetings of the full governing body for the academic year 2008 – 2009(available in the governors' file in the main entrance)</li> <li>• Agreed minutes of meetings of the full governing body and its committees for the academic year 2009 - 2010 [<i>current academic school year</i>]</li> </ul>
<b>Financial Information</b>	<ul style="list-style-type: none"> <li>• Annual budget summary</li> <li>• Capital funding</li> <li>• Procurement &amp; contracts –details of procedures for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</li> <li>• Contributions from MSA</li> <li>• Pay Policy.</li> </ul>

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

<b>Class 3</b>	<b>Description</b>
Sex Education Policy	Statement of policy with regard to sex and relationships education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Gifted & Talented	Information relating to the school's policy on providing for pupils that are gifted or talented
Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship

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

**Pupil Welfare-** This section gives access to information about policies that relate to pupils' welfare. This information is available on request.

<b>Class 4</b>	<b>Description</b>
Code of Conduct for Staff	Guidance on the conduct expected of all staff
Code of Conduct for Volunteers	Guidance on the conduct expected from all volunteers working in school or with our pupils.
Pupil Discipline	Positive Behaviour Policy and measures taken by the school to prevent bullying
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
Medicines in School	Guidance on the administration of medicines in school.
Absence During Term Time	Guidance on absence during term time for annual family holidays and extended visits overseas
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
P.H.S.E.	Policy on the teaching of personal, health and sex education.

**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 5</b>	<b>Description</b>
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
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
Gender Equality scheme	Details of the working document outlining the governors commitment to ensuring gender equality.
Complaints procedure	Statement of procedures for dealing with complaints
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
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

**Services we offer .**

<b>Class 6</b>	<b>Description</b>
Extended Schools	Statement outlining how the school is meeting the extended schools core offer (From December 2009).
Extra curricular activities	Lists of extra curricular opportunities available to our pupils (website)
Swift & easy access	Contact numbers sign posting parents to support (Available from the Headteacher or SENCO).
Leaflets and newsletters	Curriculum information leaflets and copies of class and year group newsletters for the current academic year(Available from the file in the school entrance).
Lettings	Information relating to the letting of the school hall(Available from the office).

## **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 Ms Sue Dorrington, Headteacher.

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

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

Agreed 19<sup>th</sup> November 2009

To be reviewed November 2011